



**Mission**

The mission of Springfield College is to educate students in spirit, mind, and body for leadership in service to humanity by building upon its foundation of Humanics and academic excellence.

The Student Handbook is also available on-line at [www.springfieldcollege.edu](http://www.springfieldcollege.edu) and click on current students

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- procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Conduct Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

**Article V. Interpretation and Revision**

- A. Any question of interpretation or application of the Student Conduct Code shall be referred to the Vice President for Student Affairs and Dean of Students or his or her designee for final determination.
- B. The Student Conduct Code shall be reviewed every year under the direction of the Vice President of Student Affairs.

*The Student Conduct Code at Springfield College has been developed and based upon the Edward N. Stoner II and John W. Lowery model, Navigating Past the "Spirit of Insubordination": A Twenty-First Century Model Student Conduct Code With a Model Hearing Script, 2004.*

cords of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Article IV(B)(1)(a)-(e).
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Vice President for Student Affairs and Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed: 1) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs and Dean of Students or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs or designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed

Code of Conduct

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**Published by the Office of Student Affairs**

The contents of the Student Handbook are not to be interpreted as an irrevocable contract between the student and Springfield College. All policies and procedures in this handbook were accurate at the time of publication. Changes that occur after this publication will be described in official College documents that supersede all information in this handbook. Questions regarding interpretation of any policy or procedure should be directed to the Office of Student Affairs.

## GREETINGS FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

Dear Student,

On behalf of the Springfield College community, it is my pleasure to welcome you to a new and exciting year at Springfield College. If you have been on campus this summer you have seen the final touches on our Wellness Center and Field House. The 47,840 square-foot Wellness Center will offer cardio and weight training space, a climbing wall, four multi-purpose teaching/activity spaces and a faculty office complex. The 93,820 square foot Field House is located behind the Wellness Center and incorporates a six lane running track, four multi-purpose courts, locker rooms as well as strength and conditioning facilities.

Groundbreaking for the Campus Union occurred earlier this summer. This beautiful, bright and airy building, comprising approximately 50,000 square-feet, will be the central location for student services and activities. There will be a 6,000 square-foot, multi-purpose room, a new bookstore, a relaxed eatery, a convenience store and multiple gathering spaces for students to meet and socialize. As you can see, you are at Springfield College during a historic time of growth for our campus life environment.



The Student Handbook is designed to be used as a guide to campus life. It provides you with important reference and resource information you may need. It is our expectation that you will use this handbook to

become more informed about community standards at the College and the numerous opportunities offered to you here at Springfield College.

I wish you the very best. We are delighted to have each of you join our campus community.

Sincerely,

David Braverman, Ph.D., Vice President for Student Affairs and Dean of Students

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - a. *Warning*—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. *Probation*—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. *Loss of Privileges*—Denial of specified privileges for a designated period of time.
  - d. *Fines*—specific fines may be imposed.
  - e. *Restitution*—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. *Discretionary Sanctions*—Work assignments, essays, service to the College or surrounding community, educational workshops or programs or other related discretionary assignments.
  - g. *Residence Hall Suspension*—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. *Residence Hall Expulsion*—Permanent separation of the student from the residence halls.
  - i. *College Suspension*—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. *College Expulsion*—Separation of the student from the College for a period of time, after which the student is eligible to reapply.
  - k. *Dismissal*—Permanent separation of the student from the College.
  - l. *Revocation of Admission and/or Degree*—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - m. *Withholding Degree*—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
  - n. *Other Sanctions*—Are at the discretion of the Student Conduct Administrator.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record 7 years after final disposition of the case.
  - (b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education re-

visors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two business days prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
  - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Conduct Code which the student is charged with violating.
  - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Conduct Code.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College, and will be erased at sole discretion of the College.
  6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
  7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President for Student Affairs and Dean of Students to be appropriate.

GREETINGS FROM THE STUDENT GOVERNMENT ASSOCIATION

Dear Students of Springfield College,

The 2009-2010 school year marks a thrilling and significant time in this institution's history. This year, Springfield College celebrates its 125<sup>th</sup> anniversary and its continued mission of educating people in spirit, mind, and body for leadership in service to others. I am glad that all of you can be part of this historic year for the College and community.

This campus has gone through some exciting renovations and expansions in recent years. With the establishment of the Wellness Center and Field House, as well as the creation of the new Campus Union and many other enhancements, Springfield College has made important advancements which have allowed for students to excel both academically and athletically. Springfield College continues to build its reputation of preparing students to serve as leaders in their professions through classroom studies and in-the-field experience. This institution has even been ranked in the 2009 edition of "America's Best Colleges" in the top tier of "Best Universities-Master's-North Region" by the *U.S. News & World Report*.

Springfield College offers its students many great opportunities to get involved, and it is easy to become part of the SC community and family. Whether it is playing a sport, participating in Humanics in Action Day, joining a club or organization, or working in the surrounding neighborhood, Springfield College provides many ways to become an active member of the institution and to promote its Humanics philosophy.

In this exciting year of history for Springfield College, the Student Government Association Executive Board is proud to serve and represent you. All of the members of the SGA Executive Board are easily approachable, friendly, and here to address your needs and concerns. We will do everything in our power to support you, the students. Don't be afraid to get to know each one of us a little better! Christina Cormier, Michael Masto, Chelsea Lyons, Tyler Hilbert, Samantha Silva, Hillary Davis, and I are all here for the student body and to improve this College for the better. I look forward to working and interacting with each and every one of you. Have a great year at Springfield College!

Sincerely,

Matthew Ferry, '11, Student Government Association President

Student Government Executive Board

|                          |                         |                  |   |
|--------------------------|-------------------------|------------------|---|
| President                | Matthew Ferry '11       | Monson, MA       | Sports Management                               |
| VP Student Affairs       | Christina Christina '11 | Danbury, CT      | Psychology                                      |
| VP Academic Affairs      | Tyler Hilbert '12       | Southborough, MA | Youth Development                               |
| VP Business Affairs      | Chelsea Lyons '10       | Fiskdale, MA     | Rehabilitation Studies/<br>Occupational Therapy |
| VP Student Organizations | Michael Masto '10       | North Haven, CT  | Movement and Sports<br>Studies                  |
| Secretary                | Samantha Silva '11      | Attleboro, MA    | Psychology                                      |
| Public Relations         | Hillary Davis '10       | Vernon, CT       | Business Management                             |
| Senate Leader            | Tracey Green '10        | Greenwich, NY    | Psychology                                      |



**Front Row:** Hillary Davis (Public Relations), Chelsea Taylor (VP Business Affairs), Samantha Silva (Secretary and Parliamentarian), Christina Cormier (VP Student Affairs).  
**Back Row:** Michael Masto (VP Student Organizations), Matthew Ferry (President), Tyler Hilbert (VP Academic Affairs), Carl Stiles (Advisor)

Welcome To Springfield College

HISTORY AND TRADITIONS

The mission of Springfield College is to educate students in spirit, mind, and body for leadership in service to humanity by building upon a foundation of Humanics and academic excellence. Founded in 1885, Springfield College is a private, coeducational institution that emphasizes the education of leaders for the allied health sciences, human and social services, sports movement activities, and the arts and sciences. Undergraduate and graduate programs reflect its distinctive Humanics philosophy— education of the whole person in spirit, mind, and body for leadership in service to others.

Springfield is world renowned as the Birthplace of Basketball, a game created by alumnus and faculty member James Naismith in 1891; as the alma mater of William G. Morgan, inventor of the game of volleyball; and for its long-standing and close relationship with the YMCA. Springfield College’s 1964 commencement speaker and honorary degree recipient was a young civil rights leader named Dr. Martin Luther King Jr. Other honorary degree recipients include Bill Cosby; John F. Kennedy; Sargent Shriver; Art Linkletter; Henry Luce, the founder of ‘Time’ magazine; Elliott Richardson; Julius ‘Doctor J’ Erving; Congressman Edward Boland; Tenley Albright, Olympic gold medalist and physician; Bonnie Prudden, women’s physical fitness pioneer; and Senator Edward M. Kennedy.

Traditions:

- Springfield College students extend greetings to everyone they meet on campus
- Springfield College students take pride in the Campus and do not cut corners so... not walking on the lawn traditionally involves concern for the appearance of the campus.
- Stepping Up Day is held every spring; it is the time, when each class president receives an appropriate symbol from the president of the next higher class and “steps up” to the next class.
- New student beanies have been a tradition at Springfield College since the early 1920’s and are worn during New Student Orientation.
- The College colors are maroon and white
- The College mascot is the Pride (lioness and cubs)

SONGS OF SPRINGFIELD COLLEGE

“Go Get ‘Um Springfield” (fight song)

Go, get ‘em Springfield  
 We’re out today to win this game  
 Go, get ‘em Springfield  
 We’re backing you to win this game  
 Fight, Fight, Fight, Fight, Victory is near  
 And your praises loudly we will cheer  
 Go get ‘em Springfield! Go, get ‘em,  
 Go, get ‘em, Now!

arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the College may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV. Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 72 hours.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen business days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by Article IV(A)(7) below:
  - a. Student Conduct Board Hearings normally shall be conducted in private.
  - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
  - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
  - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, ad-

16. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
17. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
  - g. Use of computing facilities and resources in violation of copyright laws,
  - h. Any violation of the College Computer Use Policy.
18. Abuse of the Student Conduct System, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
19. Students are required to engage in responsible conduct that reflects credit upon the College community and to model good citizenship in any community.
  - C. Violation of Law and College Discipline
    1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the tendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Vice President for Student Affairs and Dean of Students. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges

**“Show Me the Scotsman”** (*traditional song of celebration at Springfield College*)

Show me the Scotsman who doesn't love the thistle;  
 Show me the Englishman who doesn't love the rose;  
 Show me a true-hearted son of old Springfield  
 who doesn't love the spot,  
 where the Massasoit flows.

Show me the gypsy who doesn't love to wander;  
 Show me the sailor who doesn't love to roam;  
 Show me the true-hearted son of old Springfield  
 who doesn't love to sing,  
 of his old Massasoit home.

Tell all the Dutchmen who hail from o'er the ocean;  
 Tell all the Irishmen who kiss the Blarney Stone;  
 Tell them that true-hearted sons of old Springfield,  
 will always praise the spot,  
 where the Massasoit is known.

**“Song for Springfield”** (*College Hymn*)

Now raise a song for Springfield,  
 Let hearts and voices blend  
 To celebrate her praises,  
 Whose fame shall have no end;  
 While fellowship makes holy,  
 While eager hope elates,  
 And visioned youth come thronging  
 Her spacious gates.

May victory descending  
 Ere keep her banners bright;  
 And dye with new effulgence,  
 Our rare maroon and white;  
 Bright fairness with the winging  
 And energy to dare;  
 Together shall ye guardian,  
 Her fields so fair.

Earthwide, may happy childhood  
 Lift high its wond'ring eyes,  
 Strong youth bring back the vision  
 Of earthly paradise;  
 To follow truth to wisdom,  
 faint thro' falt'ring fears,  
 Be this thy task, O Springfield,  
 Thro' all the years.

## STUDENT ASSOCIATION STUDENT SENATE

The Student Association shall have a governing body called the Student Government Association (SGA). The SGA will be comprised of an Executive Board, a Student Senate, and collectively, the General Council.

| <b>Graduate Student Organization (GSO)</b> | <b>Hometown</b> | <b>Major</b>                                |
|--|-----------------|---|
| Ryan Bissonnette                           | Springfield, MA | Psychology/Student Personnel Administration |

| <b>Class of 2010</b>      | <b>Hometown</b> | <b>Major</b>             |
|---------------------------|-----------------|--------------------------|
| Vin Buonocore             | East Haven, CT  | Applied Exercise Science |
| Baldwin Cunningham        | East Haven, CT  | Business Management      |
| Tracy Green *             | Greenwich, NY   | Psychology               |
| Mari Weinandy             | Agawam, MA      | Psychology               |
| * Serves as Senate Leader |                 |                          |

| <b>Class of 2011</b> | <b>Hometown</b> | <b>Major</b>                                  |
|----------------------|-----------------|---|
| Samantha Silva       | Attleboro, MA   | Psychology                                    |
| Steven Flathers      | Stratford, CT   | Occupational Therapy/<br>Psychology           |
| Jonathan Flight      | Pemborke, MA    | Applied Exercise Science                      |
| Megan Grills         | Niantic, CT     | Rehabilitation Studies/<br>Disability Studies |

| <b>Class of 2012</b> | <b>Hometown</b> | <b>Major</b>        |
|----------------------|-----------------|---------------------|
| Emily Doucette       | Queensbury, NY  | Business Management |
| Sarah Morgan         | Wakefield, RI   | Physician Assistant |
| Samantha Rockwood    | Walpole, NH     | Physical Therapy    |
| Adam Sickler         | Kingston, NY    | Psychology          |

**Class of 2013**  
Members of the Class of 2013 will elect senators during September 2009

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or the community.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Organizing or participating in any illegal gambling activity. This includes but is not limited to; Internet gambling, sports betting, bookmaking, placing bets with bookmakers. Student athletes must comply with existing NCAA standards.
8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
9. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
10. Violation of any federal, state or local law.
11. Violations included in drug policy including but not limited to use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
12. Violations included in alcohol policy including but not limited to use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

13. The Vice President for Student Affairs and Dean of Students is the person designated by the College President to be responsible for the administration of the Student Conduct Code.
14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Conduct Code, Residence Life Handbook, the College web page(s) and computer use policy, and Graduate/Undergraduate Catalogs.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
18. The term “Accused Student” means any student accused of violating this Student Conduct Code.
19. The term “Business Day” means any day, Monday through Friday during which the college is open for business.

**Article II. Student Conduct Code Authority**

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The Vice President for Student Affairs and Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III. Proscribed Conduct**

- A. Jurisdiction of the College Student Conduct Code  
The College Student Conduct Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Affairs and Dean of Students, or designee, shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.
- B. Conduct—Rules and Regulations  
Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

Code of Conduct

**CLASS BOARDS**

The Class Boards (freshman, sophomore, junior, senior, and graduate) shall carry out their mission to serve as a community-building organization focused on forging unity amongst members of each individual class at Springfield College; and, shall serve as a class-based organization focused on building bridges between students on campus and the Springfield College alumni community. Through these complementary missions, the Class Boards shall serve to strengthen student ties to the College both while they are students, and once they have graduated as alumni.

| <b>Graduate Student Organization (GSO)</b> |                  | <b>Hometown</b> | <b>Major</b>                                |
|--|------------------|-----------------|---|
| President                                  | Ryan Bissonnette | Springfield, MA | Psychology/Student Personnel Administration |
| Vice President                             | Rose Hill        | Springfield, MA | Psychology/Student Personnel Administration |
| Treasurer                                  | Lyndsay Bullock  | Westfield, MN   | Psychology/Student Personnel Administration |
| Secretary                                  | Geralyn Dias     | Marian, MA      | Psychology/Student Personnel Administration |

| <b>Class of 2010</b> |                   | <b>Hometown</b> | <b>Major</b>             |
|----------------------|-------------------|-----------------|--------------------------|
| President            | Vin Buonocore     | East Haven, CT  | Applied Exercise Science |
| Vice President       | Karissa Pastrynek | Bristol, CT     | Psychology               |
| Treasurer            | Kristen Zandlo    | Minneapolis, MN | Physical Therapy         |
| Secretary            | Stacey Consiglio  | Thompson, CT    | Health Education         |

| <b>Class of 2011</b> |                       | <b>Hometown</b> | <b>Major</b>               |
|----------------------|-----------------------|-----------------|----------------------------|
| President            | Samantha Silva        | Attleboro, MA   | Psychology                 |
| Vice President       | Christina Cormier     | Danbury, CT     | Psychology                 |
| Treasurer            | Mary (Molly) Parshley | Timonium, MD    | Math & Secondary Education |
| Secretary            | Bryan Bierman         | Franklin, MA    | Youth Development          |

| <b>Class of 2012</b> |                   | <b>Hometown</b>     | <b>Major</b>        |
|----------------------|-------------------|---------------------|---------------------|
| President            | Emily Doucette    | Queensbury, NY      | Business Management |
| Vice President       | Kathleen Kalmbach | East Longmeadow, MA | Physician Assistant |
| Treasurer            | Chelsey Dumond    | Lebanon, CT         | Physical Education  |
| Secretary            | Meghan Sisson     | Plainville, CT      | Sociology           |

**Class of 2013**  
Members of the Class of 2013 will elect Class Board members during September 2009

## Springfield College Statements of Importance

### OFFICIAL COMMUNICATION

Students are ultimately responsible for using official Springfield College communication methods. Failure to use official Springfield College methods does not excuse students from the content that may be received through each method.

The official Springfield College communication methods are:

- Springfield College campus voice mail
- Springfield College e-mail system
- Springfield College campus mailbox
- Last address provided by students for official communication purposes

### ANTI-DISCRIMINATION POLICY

Springfield College does not discriminate in its admissions or employment policies and practices on the basis or race, sex, sexual orientation, age, color, religion, national origin, disability, or status as a veteran. Springfield College is committed to fostering multicultural diversity in its faculty, staff and student body. When acts of discrimination or exclusion are discovered, affirmative steps are taken to remedy such practices.

### IDENTIFICATION CARDS

All students are required to have a Springfield College Identification (ID) Card containing an assigned student identification number, which should be in his/her possession at all times. This card is used for identification purposes in accessing College buildings and grounds, using athletic and audiovisual equipment, borrowing material from Babson Library, attending College sponsored events, and dining on campus. The first Springfield College ID Card is issued to a student at no charge. Replacements for lost or stolen cards will cost \$25. Except on weekends or holidays, an ID Card can be replaced within 24 hours.

Students should be prepared to show their ID Card when requested to do so by residence life staff, Public Safety and security personnel, faculty, staff or administrators, and to access residence halls. Failure to surrender the ID Card when requested will result in disciplinary action. The identification must be surrendered if a student withdraws from the College in order for that action to be processed.

Falsifying your identity or that of another person is against the law and will result in disciplinary action at Springfield College. Further, consistent with the College's Alcohol Policy, falsifying your identity or that of another student to obtain alcohol or to gain access to functions where alcoholic beverages are being served, will lead to disciplinary action. This applies to all forms of identification: Springfield College ID Card, driver's license, liquor ID or birth certificate.

### INSTANT COMMUNICATION RELATED TO EMERGENCIES

Springfield College has purchased an on line service to provide instant communication as it relates to on-campus emergencies. This technology, SC ALERT, will allow Springfield College to communicate with students through a campus wide text messaging system when there is an emergency on campus such as snow days, or a major crisis. This information is intended to be used for emergency purposes as it relates to student safety. For more information regarding this service and how to sign up, go to [www.e2campus.com](http://www.e2campus.com), or the Springfield College website. If you have further questions, please contact your residence hall staff or Student Affairs at extension 3100.

### STUDENT CONDUCT CODE

#### Interpretation of Regulations

Disciplinary regulations of the College are set forth in writing in order to give students general prohibitive conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. In addition, alleged violations of local, state, and federal laws may constitute a violation of the College's Student Conduct Code. Violations of the Student Conduct Code may be grounds for disciplinary action.

#### Article I. Definitions

1. The term "*College*" means Springfield College.
2. The term "*student*" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in College residence halls, although not enrolled in this institution. This Student Conduct Code does apply at all locations of the College.
3. The term "*faculty member*" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "*College official*" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "*member of the College community*" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Office of Human Resources and/or the Office of Registration and Records.
6. The term "*College premises*" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "*organization*" means any number of persons who have complied with the formal requirements of College recognition.
8. The term "*Student Conduct Board*" means any person or persons authorized by the Vice President for Student Affairs and Dean of Students to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rule(s) violation has been committed.
9. The term "*Student Conduct Administrator*" means a College official authorized on a case-by-case basis by the Vice President for Student Affairs and Dean of Students to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Vice President for Student Affairs and Dean of Students may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Affairs and Dean of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term "*Appellate Board*" means any person or persons authorized by the Vice President for Student Affairs and Dean of Students to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term "*shall*" is used in the imperative sense.
12. The term "*may*" is used in the permissive sense.

**Community Standards**

**PREAMBLE TO THE CODE OF CONDUCT**

The mission of Springfield College is to educate students in the spirit, mind, and body for leadership in service to humanity by building upon the foundation of the Humanities and academic excellence.

The purpose of the Springfield College Student Conduct Code is to promote a campus environment that supports the mission of the College, by articulating appropriate standards of individual and group behavior.

Springfield College students are disciplined and respectful of the rights of others and uphold the norms of civic responsibility and conduct themselves in accordance with the Humanities Philosophy.

Violations of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, may subject a student to disciplinary action.

Students are required to familiarize themselves with all College policies and regulations. Ignorance of said policies and regulations regarding expected behavior will not be accepted as a defense or excuse.

**STUDENT RIGHTS**

The following enumerated rights which are deemed necessary to achieve the educational goals of the college are guaranteed to each student within the limitations of statutory law and college policy.

- A student shall have the right to participate in a free and civil exchange of ideas.
- Students shall be treated on an equal basis in all areas and activities of the college regardless of race, color, religion, sex, age, national origin, sexual orientation, or disability.
- A student has the right to personal privacy except as otherwise provided by law, and in accordance with other College policies, and this will be observed by students and college authorities alike.
- Each student shall be free from disciplinary action by college officials for violations of civil and criminal law off campus, except when such a violation is determined also to be a violation of the provision regarding off-campus conduct in the Student Conduct Code and college policies.
- Each student subject to disciplinary action arising from violations of the Student Conduct Code and college policies shall be assured a fair process.
- Students' academic rights include competent instruction for full-allotted time and sufficient assignments graded fairly and promptly to inform the student of academic standing.

**STUDENT RESPONSIBILITIES**

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and the administration.
- A student has the responsibility to be fully acquainted with the published college policies and to comply with them and the laws of the Commonwealth of Massachusetts.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire college community.
- A student has the responsibility to recognize the college's obligation to provide an environment for learning.

Code of Conduct

**Academic Calendar 2009-2010**

**FALL SEMESTER**

**September**

- 4 New Student Orientation begins
- 7 Labor Day Holiday - no classes; Last day to register without a late fee
- 7-12 Welcome Week
- 8 Classes Begin
- 9 Last day to add first half activity courses
- 14 Last day to add full semester courses; Last day to drop first half activity course without withdrawal grade
- 21 Last day to drop full semester course without withdrawal grade

**October**

- 9-12 Family Weekend
- 12 Columbus Day - no classes
- 16 Last day to withdraw from 1st half activity courses; Degree applications due in Registrar's office for December 2009
- 19 Mid-semester grades due from faculty
- 27 First half activity courses end
- 28 Second half activity courses start
- 29 Last day to add second half activity courses

**November**

- 3 Last day to drop second half activity courses without a withdrawal grade
- 6-9 Homecoming Weekend
- 16 Spring semester early registration period
- 24 Last day to withdraw from Fall full semester courses
- 25 Thanksgiving Break Begins
- 30 Classes Resume

**December**

- 9 Last day to withdraw from second half activity courses
- 18 Classes End; Late Night Breakfast
- 19 and 20 Reading Days
- 21, 22, 23 Exams

**January**

- 4 Final date for submission of Fall grades from faculty

**SPRING SEMESTER**

**January**

- 18 Martin Luther King Jr. Day - no classes
- 19 New Student Orientation; Last day to register without a late fee
- 20 Classes Begin
- 20-23 Welcome Back Week; Campus Union Grand Opening Celebration
- 21 Last day to add first half activity courses
- 26 Last day to add full semester courses; Last day to drop first half activity course without withdrawal grade

**February**

- 2 Last day to drop full semester course without withdrawal grade
- 5 Degree applications due in Registrar's office for May 2010
- 15 President's Day - No Classes
- 24 Last day to withdraw from 1st half activity courses

**March**

- 8 Mid-semester grades due from faculty
- 9 First half activity courses end
- 10 Second half activity courses start
- 11 Last day to add second half activity courses
- 15-19 Spring Break
- 22 Classes Resume
- 23 Last day to drop second half activity courses without a withdrawal grade

**April**

- 12 Fall Semester Early Registration period
- 16 Last day to withdraw from Spring full semester courses; Last day to withdraw from second half activity courses
- 18-25 Spring Week
- 20 Scholars In Action Day
- 22 Stepping Up Day; Distinguish Professor of Humanities Lecture

**May**

- 2 Athletic Awards Program
- 3 PRIDE Awards Program
- 4 Classes End; Academic Awards Program, Late Night Breakfast
- 5 Reading Day
- 6-7, 10-11 Exams
- 11-14 Class of 2010 Senior Week Activities
- 13 Final date for submission of Spring grades from faculty for graduating students
- 14 Final date for submission of Spring grades from faculty
- 15 Graduate Commencement; Baccalaureate
- 16 Undergraduate Commencement

**Campus Telephone Directory**

The area code for Springfield College is 413 and the prefix for campus extensions is 748.

| <u>Administrative Offices</u>                                 | <u>Location</u>          | <u>Extension</u> |
|---|--------------------------|------------------|
| Academic Advising Services                                    | Administration Building  | 3379             |
| Academic Affairs, Office of                                   | Marsh Memorial           | 3959             |
| Academic Success Center                                       | Hickory Hall             | 3747             |
| Administration and Finance, Office of                         | Administration Building  | 3145             |
| Admissions, Graduate  | Admissions House         | 3729             |
| Admissions, Undergraduate                                     | Admissions House         | 3136             |
| Alcohol and Drug Education and Services                       | Towne Health Center      | 3175             |
| Aramark Food Services   | Cheney Hall              | 3205             |
| Aramark Food Services—Menu                                    | Cheney Hall              | 3355             |
| Arts, Sciences, and Professional Studies, School of           | Hickory Hall             | 3713             |
| Athletic Programs   | PE Complex               | 3332             |
| Babson Library  | Babson Library           | 3315             |
| “BC Desk”/Switchboard   | Judd Hall                | 3144             |
| Business Office   | Administration Building  | 3183             |
| Campus Ministry and Spiritual Life                            | Judd Hall                | 3209             |
| Campus Recreation   | Wellness Center          | 3468             |
| Campus Post Office  | Locklin Hall             | 3876             |
| Career Center   | Judd Hall                | 3222             |
| Child Development Center                                      | Child Development Center | 788.2451         |
| Counseling Center   | Towne Health Center      | 3345             |
| Dean of Students  | Administration Building  | 3100             |
| Facilities and Campus Services                                | FACS Building            | 3252             |
| Financial Aid   | Administration Building  | 3108             |
| Graduate Studies  | Administration Building  | 3125             |
| Health Center   | Towne Health Center      | 3175             |
| Health, Physical Education, and Recreation Studies, School of | PE Complex               | 3385             |
| Health Sciences and Rehabilitation Studies, School of         | Locklin Hall             | 3318             |
| Human Services, School of                                     | Blake Hall               | 3204             |
| Institutional Advancement                                     | Marsh Memorial           | 3408             |
| International Center  | Alumni Hall              | 3215             |
| Intramurals   | Wellness Center          | 3281             |
| Learning Support Services                                     | Hickory Hall             | 3747             |
| Marketing and Communications                                  | Alumni Hall              | 3171             |
| Math Support Services   | Hickory Hall             | 3747             |
| Multicultural Affairs   | Judd Hall                | 3249             |
| Natorium (Pool)   | Wellness Center          | 3417             |
| Public Safety   | Marsh Memorial           | 5555             |
| Registrar   | Administration Building  | 3530             |
| Residence Life and Housing                                    | Administration Building  | 3102             |
| Social Work, School of  | Brennan Center           | 3060             |
| Sports Information  | PE Complex               | 3341             |
| Springfield College Bookstore                                 | Judd Hall                | 3596             |

**SPECTATOR PARTICIPATION POLICY**

Copies of the Athletics Department Spectator Participation policy are available in the Athletics Office. In essence, the Springfield College Athletic Department believes in providing a positive, meaningful, educational atmosphere for the conduct of its athletic events and behavior contrary to this intent will not be tolerated. A Springfield College student found to be in violation of this policy is regulated by the general rules, guidelines, and sanctions established in the Springfield College Student Handbook.

**STUDENT DEMONSTRATION POLICY**

Students who choose to express their opinions and differences through demonstrations must keep the following in mind:

- The demonstration must be orderly at all times and should in no way jeopardize the public safety or interfere with the College program(s). Picketing or demonstrating must not interfere with the entrances to buildings or the normal flow of pedestrian or vehicular traffic. Students involved in a demonstration may not interfere by mingling with organized meeting or other assemblies for the purpose of harassment since this invades the rights of others to assemble and the rights of speakers to free expression. The demonstrating group may not obstruct or physically interfere with the integrity of the classroom, the privacy of the residence halls, the operation of the administrative process, or the function of the physical plant. Acts of violence or intimidation on the part of any group of students or other conduct which the College deems in violation of its policies, whether it be those who are demonstrating, those who are dissenting or those who are interfering with the process of dissent, will result in immediate disciplinary action.

assault have been violated, either on or off campus, disciplinary charges may be pursued through the College's judicial system. Please see the publication produced by the Department of Public Safety outlining the specific procedures which are followed when College officials receive anonymous reports and/or complaints.

Any student who feels his/her rights have been violated in relation to the sexual assault policy should discuss the incident with representatives from the Department of Residence Life, Student Health Center, Counseling Center, Public Safety or the Student Affairs Office.

**SEXUAL HARASSMENT POLICY**

Behavior which may constitute Sexual Harassment:

- Verbal harassment may include sexual innuendo, humor, and jokes about sex or gender-specific traits, as well as implied or blatant verbal threats.
- Physical harassment may include offensive contact (patting, pinching, brushing against the body, etc.), blocking movement, attempted or actual fondling or kissing, or any other form or coerced sexual contact.
- Non-verbal harassment may include suggestive or insulting whistling, gestures, leering, or unwelcome close physical proximity.
- Unwelcome sexual requests may include explicit sexual propositions which include or strongly imply promises or rewards for complying (e.g. higher grades, better recommendations) and/or threats of punishment for refusing (e.g. lower grades, poorer recommendations, loss of job).
- Unwelcome is defined as any other sexually oriented behavior, whether it is intended or not, that makes you feel uncomfortable, is unwelcome, and has the effect of creating a work or academic environment that is hostile, offensive, intimidating, or humiliating to males or females.

**SOLICITATION POLICY**

The primary goal of Springfield College is fostering education and study. To achieve this, the College places restrictions on activities which might disrupt the operations of the College. For this reason, commercial groups not associated or affiliated with the College are not permitted on College-owned property for the purpose of solicitation without the advanced written permission of the Vice President for Student Affairs or Director of Student Activities. Such solicitation includes the distribution of flyers, announcements, and posters as well as door-to-door sales in the residence halls or other College buildings. The Student Activities and Campus Programs Office in the Judd Hall arranges opportunities for outside vendors to sell their goods in the Student Center during the academic year. Arrangements for such sales must be made through and approved by the Director of Student Activities and Campus Programs in advance and in writing.

Campus-recognized and affiliated groups are permitted to place announcements, flyers, and posters, for the purpose of advertising their group's events, ONLY on bulletin boards. These bulletin boards are placed in numerous areas around the campus. Flyers, posters, and announcements placed on walls by College-recognized groups may be removed and discarded. No door-to-door solicitation is permitted in the residence halls or any College-owned buildings by anyone including recognized or affiliated Springfield College groups or individuals.

Banners may not be hung from any building on campus without written permission from the Vice President for Student Affairs. There are designated areas on campus where banners may be hung for the purpose of advertising programs or events. Arrangements may be made to hang banners at these locations through the Student Activities and Campus Programs Office. Disciplinary action will be taken against the group or individuals who violate this policy.

Student Activities and Campus Programs .....Judd Hall..... 3141  
 Student Affairs, Office of.....Administration Building..... 3100  
 Student Government.....Babson Library..... 3134  
 Student Volunteer Programs .....Babson Library..... 3394  
 Wellness Center .....Towne Health Center..... 3396  
 Writing Support Services .....Hickory Hall..... 3207  
 YMCA Relations.....Blake Hall..... 3407

**Academic Departments Location Extension**

*Arts, Sciences, and Professional Studies*..... Hickory Hall..... 3713  
*Health, Physical Education, and Recreation Studies*.....Wellness Center..... 3385  
*Health Sciences and Rehabilitation Studies* ..... Locklin Hall..... 3318  
*Human Services* .....Blake Hall..... 3204  
*Social Work*.....Brennan Center..... 3060  
 Applied Exercise Science .....Allied Health..... 3178  
 Art .....Blake Hall..... 3930  
 Art Therapy .....Blake Hall..... 3930  
 Athletic Training.....Allied Health Sciences Center..... 3178  
 Chemistry/Biology.....Schoo-Bemis Science Center..... 3337  
 Communications/Sports Journalism .....Weiser Hall..... 3607  
 Computer Graphics .....Blake Hall..... 3160  
 Dance.....Judd Hall..... 3158  
 Drama .....Judd Hall..... 3443  
 Education .....Locklin Hall..... 3295  
 Emergency Medical Services Management .....Blake Hall..... 3766  
 English.....Weiser Hall..... 3117  
 Exercise Science and Sports Studies .....Allied Health Sciences Center..... 3231  
 Health Studies.....Weiser Hall..... 3399  
 Humanities.....Weiser Hall..... 3607  
 Management and Economics .....Locklin Hall..... 3200  
 Mathematics, Physics, and Computer Science.....Schoo-Bemis Science Center..... 3117  
 Movement and Sports Studies .....Allied Health Sciences Center..... 3178  
 Music .....Judd Hall..... 3277  
 Occupational Therapy .....Allied Health Sciences Center..... 3581  
 Physical Education Teaching and Administration .....Administration Building..... 3155  
 Physical Therapy.....Allied Health Sciences Center..... 3590  
 Physician Assistant.....Blake Hall..... 3554  
 Psychology.....Locklin Hall..... 3328  
 Rehabilitation and Disability Studies .....Locklin Hall..... 3318  
 Sports Biology.....Schoo-Bemis Science Center..... 3337  
 Sports Management and Recreation .....Blake Hall..... 3693  
 Social Sciences .....Blake Hall..... 3646  
 Undeclared and General Studies Majors.....Administration Building..... 3379  
 Visual and Performing Arts .....Blake Hall..... 3930

College Policies

Student Affairs

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS AND DEAN OF STUDENTS

**Contact:** David Braverman, Ph.D. **Phone:** 413.748.3100  
**Location:** Fall Administration Building, First Floor  
 Spring Campus Union, Upper Level  
**Hours:** Monday–Friday 8:30 am–4:30 pm  
**Email:** DBRAVERMAN@spfldcol.edu  
**Website:** [www.springfieldcollege.edu/home.nsf/studentLife](http://www.springfieldcollege.edu/home.nsf/studentLife)

Student Affairs

The mission of Student Affairs at Springfield College is to foster an open, inclusive and diverse environment where students grow as leaders while exploring, understanding and internalizing the Humanics Philosophy. Our expert staff of Student Affairs professionals accomplishes this by working in concert with students, families, faculty and staff through dynamic, intentional and interactive co-curricular programs and services which inspire an open and just community. The following website will link you to all department websites in the Student Affairs Division: [www.springfieldcollege.edu/home.nsf/studentlife](http://www.springfieldcollege.edu/home.nsf/studentlife).

CAMPUS LIFE

**Contact:** Terry Vecchio, Ed.D. **Phone:** 413.748.3922  
**Location:** Fall Administration Building, First Floor  
 Spring Campus Union, Upper Level  
**Hours:** Monday–Friday 8:30 am–4:30 pm  
**Email:** TVECCHIO@spfldcol.edu  
**Website:** [www.spfldcol.edu/home.nsf/studentlife](http://www.spfldcol.edu/home.nsf/studentlife)

The Office of Campus Life, in conjunction with the Office of Student Activities and Campus Programs, coordinates the New Student Orientation Program each August and January. The office also provides and supports social issues programs for students as well as supports students in their



personal growth through the adherence to the Student Code of Conduct. The Associate Dean for Campus Life acts as the Ombudsperson for students and campus issues.

**Alcohol and Other Drug Education and Community Standards**

Alcohol and Other Drug Education and Community Standards is the campus specialist on Alcohol and Other Drug issues and oversees the Student Code of Conduct. The office provides campus-wide resources for alcohol and other drug educa-

tion at Springfield College. The staff is available to students as a confidential resource for a variety of services that may include: consultation, programming and referral to the Alcohol and Other Drug counselor at the Springfield College Counseling Center. Information and resources about problem gambling and other behavioral health issues can also be accessed through this office. The staff is available upon request to provide educational and classroom guest lectures.

and is extremely vulnerable to unauthorized access and modification. The Office of ITS will make available to interested persons information concerning reasonable methods for attempting to protect information on central computing systems from loss, tampering, unauthorized search, or other access.

**Privacy and Confidentiality**

Springfield College reserves the right to inspect and examine any Springfield College owned or operated communications system, computing resource, and/or files or information contained therein at any time, as well as personally owned computers linked to College servers and telecommunications equipment.

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. There is no expectation of privacy or confidentiality for documents and messages stored on College-owned equipment. Additionally, email and data stored on Springfield College network of computers may be accessed by the College for the following purposes:

- Troubleshooting hardware or software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information\*
- Investigating reports of violation of College policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail

\* The system administrator will need specific approval from the Office of Human Resources or the appropriate designee to access these items. The extent of the access will be limited to what is essentially necessary to acquire the information.

**Reporting Violations**

All users should report any discovered unauthorized access attempts or other improper usage of Springfield College computers, networks, or other information processing equipment. If you observe, or have reported to you, a security or abuse problem, with any College computer or network facilities, including violations of this policy, you should notify the Chief Technology Officer, the Office of Human Resources or other appropriate administrator.

Violations of this policy may be treated as violation of College policy and/or violations of civil or criminal law. The Office of ITS in conjunction with the Office of Human Resources will investigate apparent or alleged violations of these guidelines. The College reserves the right to immediately suspend user privileges pending investigation. Such action will be taken to protect the security and integrity of the computer system and will take precedence over its impact on the individual work.

When appropriate, at the discretion of the Chief Technology Officer, cases of apparent abuse will be reported to the Vice President for Student Affairs (student cases), the Vice President for Academic Affairs (faculty cases), or the Director of Human Resources (staff cases). These offices are responsible for determining any further disciplinary action. Upon a finding of a violation, disciplinary measures may include warnings, suspension of user privileges (temporary or permanent), disciplinary action up to and including termination of employment. The College may also pursue civil and/or criminal charges if it deems appropriate.

Questions regarding this policy should be sent to the Director of Information Technology Services or the Director of Human Resources.

**SEXUAL ASSAULT POLICY**

Springfield College does not tolerate sexual assault in any form. Rape and other sexual assaults are violations of the laws of the Commonwealth of Massachusetts as well as College policy prohibiting sexual harassment. If there is reason to believe that the College's regulations prohibiting sexual

College Policies

others, and the mission of the College. Federal, state and local laws and regulations also apply.

Springfield College computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purposes that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College or likely to subject the College to liability. Impermissible uses (some of which may constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of, or damage to equipment, software, or data belonging to the College or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright protected material
- Use of the College's trademarks, logo, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing progress of others
- Development or use of unapproved mailing list
- Use of computer facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Viewing, posting, or sending obscene pornographic, sexually explicit, or offensive material
- Posting or sending material that is contrary to the mission and values of the College
- Intentional or negligent distribution of computer viruses

### Responsibilities of Users

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types of authorization are not be shared with others
- Understand the level of protection the computer systems automatically apply to files
- Be aware of computer viruses and other destructive computer programs, and take steps to avoid them

Understand that the user has ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data

- Be sure to make backup copies of all important data
- Respect the privacy of others
- Be sure to comply with all federal, state and other applicable laws as well as College policies and regulations

### Security

Springfield College will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail is generally not secured

## CAMPUS RECREATION

|                  |  |               |                 |
|------------------|--|---------------|-----------------|
| <i>Contact:</i>  | David Hall, Ed.D   | <i>Phone:</i> | 413.748.3284    |
| <i>Location:</i> | Wellness Center  |               |                 |
| <i>Hours:</i>    | Monday–Friday  |               | 8:30 am–4:30 pm |
| <i>Email:</i>    | DHALL2@spfldcol.edu  |               |                 |
| <i>Website:</i>  | <a href="http://www.spfldcol.edu/homepage/dept.nsf/studentlife/campus_recreation">www.spfldcol.edu/homepage/dept.nsf/studentlife/campus_recreation</a> |               |                 |

The Office of Campus Recreation encompasses: intramurals, sport clubs, informal recreation, and the Wellness Center. The department plans and implements intentional recreational programs and services for the whole college community. The mission is to provide students, faculty, and staff participation opportunities which promote health, fitness, and wellness through a variety of structured and informal recreational activities emphasizing lifelong wellness. These opportunities are purposeful in fostering the growth of one's spirit, mind, and body.

### Program Highlights

The Office of Campus Recreation boasts over an 80% participation rate of the student body in its program. Student development is the underpinning of all programs, services and employment opportunities. Campus Recreation is the largest employer of all students on campus with approximately 190 on staff for the fall of '08. Programs or services are offered between 6:30 am and 12:00 am daily. We offer: 11 different sports clubs, 12 intramural events each semester, 8 different wellness programs/seminars per semester, programs such as Yoga, aerobics, several group exercise programs, and personal training services.

### Facilities



*The Wellness Center*—The 47,840-square-foot Wellness Center, located closest to Alden Street, will offer cardio and weight training space, a climbing wall, four multi-purpose teaching/activity spaces, and a faculty office complex.

*The Field House*—The 93,820-square-foot Field House, located behind the Wellness Center, will incorporate a six-lane running track, four multi-purpose courts, each with the ability to be closed off by a netting system, locker rooms, strength and conditioning facilities, storage, concessions, and restrooms.

Check the postings at the entrances to these fitness facilities for hours of operation. Questions about the Wellness Center and Field House can be answered by calling ext 3421.

## CAREER CENTER

|                  |  |               |  |
|------------------|--|---------------|--|
| <i>Contact:</i>  | Barbara Kautz, M.A.  | <i>Phone:</i> | 413.748.3222/3110                                      |
| <i>Location:</i> | Fall<br>Spring   |               | Judd Hall, Third Floor<br>Campus Union, Main Level     |
| <i>Hours:</i>    | Monday and Tuesday<br>Wednesday and Thursday<br>Friday                                   |               | 8:30 am–7:00 pm<br>8:30 am–4:30 pm<br>10:00 am–4:30 pm |
| <i>Email:</i>    | BKAUTZ@spfldcol.edu  |               |  |
| <i>Website:</i>  | <a href="http://www.springfieldcollege.edu/career">www.springfieldcollege.edu/career</a> |               |  |

The mission of the Career Center is to assist students and alumni in making and managing career and life planning decisions. The professional staff guides students through the process by providing a variety of programs that challenge and support students in their personal and professional de-

velopment. Services and programs are focused on helping individuals realize their potential and become well-informed individuals who are skilled and confident in presenting their credentials to employers. Resources and networking opportunities are available to assist students in identifying and securing on-campus employment, internships, summer, and full time professional employment. Info Sessions are offered weekly and cover a variety of topics, including resume and cover letter writing, interviewing, job search strategies, applying to graduate school, salary negotiation, selecting the right major, working a job fair, and creating a professional presence. Students are encouraged to explore their career interests by talking with a career counselor, using the computerized career guidance program FOCUS, taking the Myers Briggs assessment tool, shadowing, and attending annual career fairs. Job search skills can be sharpened by scheduling videotaped practice interviews, having resumes and cover letters critiqued, and by using the Career Center library resources. The Career Center also provides guidance, and both computerized and printed resources to assist students in making graduate school decisions and selecting/changing a major. Access to all Career Center services and schedules are available through the College home page at [www.springfieldcollege.edu/career](http://www.springfieldcollege.edu/career). Assistive technology is available in the Career Center.

### Special Programs

Annually the Career Center hosts "Graduation and Beyond." for members of the graduating class. This day long program includes sessions on dining etiquette, interviewing, evaluating job offers, managing personal finances, and insights from young alumni and Human Resource personnel. Career/Internship Fairs are also sponsored and employers are invited to campus to conduct both mock and employment interviews. The On-Campus Job Fair is held annually on the second day of classes of the Fall Semester. On campus jobs are regularly posted on the center's homepage. The Career Center participates in the annual Graduation Center event.

### COUNSELING CENTER

**Contact:** Richard Whiting, '66, G '68, Ed.D. **Phone:** 413.748.3345  
**Location:** Towne Student Health Center  
**Hours:** Monday–Friday 8:30 am–4:30 pm  
**Email:** [RWHITING@spfldcol.edu](mailto:RWHITING@spfldcol.edu)  
**Website:** [www.spfldcol.edu/homepage/dept.nsf/counseling](http://www.spfldcol.edu/homepage/dept.nsf/counseling)

The Counseling Center provides a wide range of counseling services, without charge, to undergraduate and graduate students at Springfield College. A staff of professionals, including some advanced graduate students counsel students who seek help for a variety of personal issues, including, but not limited to anxiety, loss, eating and body concerns, family relationships and/or problems, depression, and trauma recovery. Because of the outstanding quality of services, many students utilize the center at some point during their academic career. Although some students drop in, most schedule an appointment by calling extension 3345 between 8:30 am–4: pm, Monday–Friday. Come on over, you will be glad you did.

### HEALTH CENTER

**Contact:** Linda Gourlay, M.S. **Phone:** 413.748.3175  
**Location:** Towne Student Health Center  
**Hours:** Monday–Friday 8:00 am–8:00 pm  
**Email:** [LGOURLAY@spfldcol.edu](mailto:LGOURLAY@spfldcol.edu)  
**Website:** [www.spfldcol.edu/homepage/dept.nsf/healthcenter](http://www.spfldcol.edu/homepage/dept.nsf/healthcenter)

The Springfield College Health Center provides primary health services to all full-time undergraduate and graduate students through the delivery of patient care, health education, and wellness promotion. Specialty clinics are available for internal medicine, gynecology, and orthopedics, however, off-campus medical referrals can be arranged as needed.

"directory information": name; campus mailbox, campus phone number, enrollment status, dates of attendance at the College, major, credit hours earned; degrees earned; honors received.

2. Information may be shared with and by Springfield College faculty and staff who have a legitimate educational interest in the student.
3. Academic information may be shared with parents of students who complete an authorization to release academic records information, or if parents provide the registrar with an annual copy of their federal income tax return documenting the student as a dependent.
4. Alcohol and drug violation information may be shared with parents, at the institution's discretion.

Students may be asked to sign a written waiver granting permission for the release of information from the school records. Students retain the right to review the contents of their educational and academic records. In order to do so, a formal written request must be made through the Offices of the Registrar or Student Affairs. In such cases, a meeting will be established within 45 days of the request to permit the student to review materials. Springfield College will comply with a written request initiated by the student to supply information in their behalf. Such requests must be signed and dated and include the specific records or information to be disclosed, the purpose for the disclosure and the individual (s) to whom the information should be released. Details concerning the FERPA are available at the Student Affairs Office and the Office of Registration and Records.

### REPORTING OFF-CAMPUS ADDRESS POLICY

Seniors who choose to live in non-college owned facilities are required to notify the Residence Life Office of their local address and phone number no later than September 15 of each year or within two weeks of assuming residence at that location. The information is critically important for the College to have on file in case of emergencies. A student can choose to restrict publication of the information which would then only permit access by the Office of Student Affairs and Public Safety. Failure to comply with this regulation may result in cancellation of registration.

### RESPONSIBLE USE OF INFORMATION TECHNOLOGIES

The Springfield College Responsible Use Policy is to serve as a guideline by which faculty, staff and students can review the requirements of ethical and legal behavior within the College community when using a computer, computer system, network or the Internet.

Access to, and use of computing and networking resources at Springfield College are privileges extended to members of the Springfield College community. The use of College computing resources, like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Members of the Springfield College community may use these resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities.

Springfield College acknowledges that occasionally faculty, staff and students use College resources assigned to them or to which they are granted access for non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff, and students, do not interfere with the efficient operation of the College or its computing resources, and not otherwise prohibited by this policy or any other College policy or directive.

Because computing systems have such great power, activities that might at first seem to be merely mischievous, can harm an entire College community and beyond. Any unauthorized access or interference with system functionality is unacceptable.

College-wide guidelines such as the Student Handbook, Sexual Harassment Policy and Copyright Policy apply to the use of computing resources, as do community standards of consideration for

conditions, the student may continue at Springfield College. If it is determined that the student poses a threat to him/herself or other members of the College community, she/he may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student and members of the community, as determined in the sole discretion of the Vice President for Student Affairs or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student's condition and if progress is being made.

**MEDICAL CLEARANCE**

During the course of the academic year, students may be inflicted with illness. The Student Health Center is the campus clearinghouse for all medical information and referrals. Students who are treated in the clinic or as an inpatient at the Health Center are released with permission to return to the classrooms, laboratories, gymnasias or residence halls.

It is the policy of Springfield College that students who have been ill and treated at an off-campus medical facility, whether or not hospitalized or placed on medical leave, provide written information relative to the diagnosis, treatment, discharge directions and follow-up necessary to the Director of the Student Health Center, in the case of medical matters, or the Director of the Counseling Center, in the case of psychological emergencies, in order to return to the College community. Following a review of the documentation provided and any discussion with the health care professional deemed appropriate by the Director, a recommendation is made to the Vice President for Student Affairs and Dean of Students concerning the student's return to normal routine activities at the College. At that point, a decision will be made in the sole discretion of the Vice President for Student Affairs or designee regarding permission to re-enter the College community. The student will be asked to meet with the Vice President for Student Affairs and Dean of Students or designee and will be informed of the outcome. The decision will be available in written form outlining any conditions which have been established. If necessary, written documentation will be prepared for the student's faculty members substantiating the reason for class absences and requesting reasonable accommodation.

While it is the concern at Springfield College that the recovering student have the appropriate medical or psychological support, it is also the obligation of the College to ensure that this student does not pose any threat of spreading illness or inflicting harm to anyone else. Given the closeness of the campus community, threats might be apparent in the classroom, laboratory, residence or dining hall or athletic complex.

**PERSONAL PROPERTY AND IDENTITY THEFT**

Students who participate in the theft of a personal property or identity theft may be held accountable through the Springfield College Judicial Process as well as the local Court System.

**RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION AND STUDENT RECORDS**

Springfield College will maintain student confidentiality rights and protect access to information as provided by the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. Except as provided by law, information from a student's records will not be released without the prior written consent of the student. This legislation also provides for the College to release the following information without consent:

1. Directory information may be provided unless a student has filed a written request to withhold this information. Students must advise the Office of Registration and Records in writing no later than September 15 of each academic year if they wish to restrict the release of this information. Springfield College considers the following information as

During the summer, the Health Center is open Monday–Friday, 8 am–4 pm for administrative services. Patient visits are scheduled by appointment. Walk-in patients are accommodated depending upon the availability of staff while urgent care problems are seen immediately without an appointment. All full-time undergraduate and graduate students are eligible to receive medical services at the Health Center regardless of health insurance coverage. Students do not need to purchase the school health insurance in order to be seen at the Health Center. There is no charge to be evaluated by a health care provider at the Health Center, but there may be costs for laboratory tests, medications, x-rays, etc. Charges incurred for medical services are the responsibility of the individual student since the Health Center does not bill insurance directly.

The Springfield College Health Center is committed to protecting the privacy of protected health information (PHI) according to the standards established by the Health Insurance Portability and Accountability Act (HIPAA). Any protected health information will be kept confidential to the full extent required by HIPAA.

**MULTICULTURAL AFFAIRS**

|                  |  |               |  |
|------------------|--|---------------|--|
| <i>Contact:</i>  | John Wilson, M.A.  | <i>Phone:</i> | 413.748.3249   |
| <i>Location:</i> | Fall<br>Spring   |               | Judd Hall, Second Floor<br>Campus Union, Upper Level |
| <i>Hours:</i>    | Monday–Friday  |               | 8:30 am–4:30 pm                                      |
| <i>Email:</i>    | JWILSON@spfldcol.edu   |               |  |
| <i>Website:</i>  | <a href="http://www.spfldcol.edu/homepage/dept.nsf/multiculturalaffairs">www.spfldcol.edu/homepage/dept.nsf/multiculturalaffairs</a> |               |  |

The Office of Multicultural Affairs serves as the advocacy center for ALANA (African, Latino/a, Asian and Native American) students. Among the multitude of services provided, the Office supports and advises students in all aspects of their experience and collaborates with academic and administrative departments on campus in an effort to better serve them. Through the involvement of the ALANA alumni/ae and off-campus community agencies, a comprehensive network of support is offered which provides meaningful and enriching experience to all students at the College and for ALANA students, in particular. In addition, the Office promotes and encourages racial and ethnic programs on campus in an effort to promote cultural pluralism. All students are welcome and encouraged to participate in the programs and activities planned.

**RESIDENCE LIFE AND HOUSING**

|                  |  |               |   |
|------------------|--|---------------|---|
| <i>Contact:</i>  | Tarome Alford, M.A.  | <i>Phone:</i> | 413.748.3102  |
| <i>Location:</i> | Fall<br>Spring   |               | Administration Building, First Floor<br>Campus Union, Upper Level |
| <i>Hours:</i>    | Monday–Friday  |               | 8:30 am–4:30 pm   |
| <i>Email:</i>    | TALFORD@spfldcol.edu   |               |   |
| <i>Website:</i>  | <a href="http://www.spfldcol.edu/home.nsf/residencelife">www.spfldcol.edu/home.nsf/residencelife</a> |               |   |

The mission of the Department of Residence Life and Housing is to create a living environment which promotes academic achievement and personal growth. This is accomplished through a holistic approach that endorses the Humanics philosophy of Springfield College. The residence life staff is committed to the promotion of the education of the spirit, mind, and body of each student. Because of the belief in the value gained from the residential experience, all students are required to live on campus through their junior year. However, most choose to live on campus for all four years.

The Residence Life Program and staff is supervised by the Director of Residence Life and Housing. Each residence facility has a Resident Director and undergraduate Resident Assistants who are trained to assist students in a variety of ways and to help create an environment within each hall that is conducive to meeting the program goals and enhancing the quality of life. Numerous social and educational programs are held in every hall each semester.

Every hall also has a senate or council that is composed of residents of the building. This group

initiates many social functions and often serves as a representative sounding board for policies or regulations affecting the building.

All of the policies and procedures governing the behavior and concerns of resident students can be found in the Springfield College Resident Contract. Each student is required to read and sign the contract before receiving room keys, each student is given a copy of the document for future reference. It is important to remember that all Springfield College students will be held accountable for any infractions of the policies or regulations outlined in the contract.

### Cable Service

Springfield College operates a private 62-channel cable television system, which features educational and entertainment programming along with a selection of movies each month. Each room on campus is equipped with a live cable TV outlet.

### Telephone Service

Springfield College maintains and administers its own telephone system. Each student room comes equipped with a telephone jack providing one telephone line, which facilitates dialing of any four digit extension on campus and calling to the local Springfield area. Student rooms may also be reached directly from the outside by dialing 413.748.xxxx (the last 4 digits of the telephone number assigned to that room). Students are required to provide their own touch tone telephone set. Not all cordless phones are compatible or work well with business telephone systems such as the College's system. Each student phone line is equipped with voice mail. When a room is shared, each student will have his/her own personal and private voice mailbox. Students are responsible for recording their name and an appropriate greeting for their voice mail. Each campus residence room is equipped with a live data network outlet for each student.

### Voice Mail

Voice mail is provided to all students living on campus. Not having to purchase an expensive answering machine which may not be compatible with a business telephone system is only one of the advantages to Springfield College student voice mail. Voice mail will answer calls and take messages even when your telephone line is busy and it is private for each student. Messages may be retrieved from any telephone, on or off campus at any time. Group messages and announcements from staff, faculty, and from your Resident Assistant or Resident Director preclude the use of answering machines which are not permitted. Each student will have a private voice mailbox. Students are required to set up and check campus voice mail, as official College announcements or messages may be sent that are time sensitive, and failure to check them does not relieve students from the responsibility for receiving information.

## STUDENT ACTIVITIES AND CAMPUS PROGRAMS

|                  |  |  |              |
|------------------|--|--|--------------|
| <i>Contact:</i>  | Carl G. Stiles, G '89, M.Ed.   | <i>Phone:</i>                                      | 413.748.3141 |
| <i>Location:</i> | Fall<br>Spring   | Judd Hall, First Floor<br>Campus Union, Main Level |              |
| <i>Hours:</i>    | Monday–Friday  | 8:30 am–4:30 pm                                    |              |
| <i>Building:</i> | Monday–Sunday  | 7:00 am–10:00 pm                                   |              |
| <i>Email:</i>    | CSTILES@spfldcol.edu   |  |              |
| <i>Website:</i>  | <a href="http://www.spfldcol.edu/homepage/dept.nsf/studentactivities">www.spfldcol.edu/homepage/dept.nsf/studentactivities</a> |  |              |
| <i>Facebook:</i> | <b>Springfield College Student Activities Office</b>   |  |              |

The Office of Student Activities and Campus Programs is housed in Judd Hall for the Fall 2009 semester and will move to our new, state of the art Campus Union for the Spring 2010 semester. During that time, all programs, events, and support for students, student organizations, and other campus offices will still be in place—stop by and see us in our “new” historic home in Judd Hall.

The office works directly with student organizations to create a vibrant and meaningful co-curricular experience for student on campus. Additionally, the office coordinates the Emerging Leaders Program for first year students and other leadership activities and programs.

## HAZING POLICY AND RATIONALE

### Policy Rationale

Springfield College is first and foremost an educational institution. Its hazing prevention policies, and response procedures for hazing incidents, must grow from, and embody the institution's mission. Education about hazing will be available through the Athletic Department and Student Activities.

Membership in clubs, organizations, and other College-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by College policy.

### Policy Statement and Definition

Hazing is prohibited under Massachusetts General Laws (MGL 269, SS 17-19). “Hazing” means any act committed by a person, whether individually or in concert with others, against a student(s) in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning the student(s) or endangering the mental or physical health of a student(s). Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

“Hazing” does not include any activity or conduct that furthers legitimate, curricular or co-curricular, program goals, provided that (1) the goals are approved by the College; and (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the College. For examples of non-hazing activities please contact the Athletic Department at extension 3333 or the Office of Student Affairs at extension 3100.

### Hazing Penalties

Those who organize, participate in, or fail to report a hazing incident are subject to punishment according to Massachusetts General Laws (MGL 269, SS 17-18), and will face College disciplinary actions for violating College policy ranging from suspension to dismissal.

**To report a hazing incident, immediately contact Public Safety, the Athletic Department, or Student Affairs.**

## LIFE THREATENING BEHAVIOR/POTENTIAL FOR SELF HARM POLICY

Springfield College recognizes that certain life threatening behavior (e.g. suicide threats, gestures or attempts; eating disorders; substance abuse; threats, gestures or attempts to harm others) are signs of personal distress. The College is committed to helping students alleviate whatever stress factors are precipitating life threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the College community, it is recognized that action must be taken when such behavior is considered by the College disruptive to and unacceptable in the academic and social/living environment.

Any student who demonstrates such behavior while enrolled at Springfield College will be required to meet with a member of the Student Affairs staff and may be required to immediately undergo a psychological or medical assessment and evaluation, either with a member of the Counseling Center staff and/or outside medical personnel. The diagnosis and results of the evaluation(s) will be considered by the Vice President for Student Affairs or designee in determining if, or under what

**GAMBLING POLICY**

Springfield College is committed to providing a safe environment for all students to learn and flourish. Springfield College cannot and will not condone any form of illegal gambling activity. Springfield College wants students to know that gambling is not a “risk free” activity. Services are available on campus to assist students that may be experiencing a gambling problem or gambling related difficulties.

**HARASSMENT AND DISCRIMINATION POLICY**

Harassment is defined as verbal or physical conduct interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work, education, or living environment. Springfield College **PROHIBITS** harassment and discrimination of any kind based on race, color, gender, sexual orientation, national origin, religion, age, or non-disqualifying disability.

Harassment includes slurs and verbal or physical conduct related to a person’s race, color, age, gender, sexual orientation, disability, religion, or national origin. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of the individual’s employment or academic performance;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working, academic, or living environment.

Any type of harassment that hinders access to either employment or educational services, opportunities, or programs is covered by this policy. Positive steps will be taken to eliminate harassment when such practices or acts are discovered. Persons found in violation of this policy will be subject to disciplinary action up to and including dismissal. Details of the Harassment/Discrimination Policy or information about filing a grievance can be obtained from the Affirmative Action Officer in Human Resources (second floor, Administration Building) or the Vice President for Student Affairs. Examples of harassment may include comments which are made with the intent or which have the result of inflicting emotional distress upon another person. Statements or actions about race, gender, religion, disability, or sexual preference which are directed specifically toward another person with the purpose of creating or resulting in a hostile environment will be dealt with under this policy. Students involved in this type of disrespectful behavior will face severe disciplinary sanctioning.

Students involved in violations of these policies may be required to participate in educational/institutional programs and activities. Due to the serious nature of such incidents, students found involved in violation of this policy may be suspended or dismissed.

**HATE CRIME POLICY**

Springfield College does not tolerate hate crimes of any form. This includes use of racial, ethnic, religious, sexual or anti-gay slurs and/or symbols of hate, such as a swastika. This also includes: physical attacks, intimidation, threatening action or language, and damage to personal property; because of a student’s race, color, religion, national origin, ethnic background, gender, sexual orientation, or disability.

Springfield College actively supports the philosophy that student learning and development occurs through the activities and programs that take place through the co-curriculum. Numerous opportunities exist for student participation in the planning and implementation of diverse social, cultural, recreational, educational, and leadership programs. Involvement in campus organizations, clubs, governing bodies, performing arts, athletics and intramurals enable students to meet and interact with a variety of other students, apply classroom theories to real-life situations, acquire life-long skills and interests, learn more about themselves, and make valuable contributions to the Springfield College community. Information about how you can become involved is available in the Student Activities and Campus Programs Office, in Judd Hall, and the Student Government Association Office, in Babson Library.

Student Government Association promotes the interests and welfare of the student body and finances over 40 registered clubs and organizations. Managed by elected students, Student Government Association approves funding for active organizations, adopts policies effecting students, and serves as a liaison between students and the College administration.

Campus Activities Board is the primary programming group for all campus activities, Campus Activities Board brings a variety of musicians, comedians, lectures, movies, entertainment, social and educational programs to the campus. In addition, the Campus Activities Board sponsors trips to Boston and New York City, and makes tickets available for area entertainment and sporting events.

The SPRINGFIELD STUDENT is the weekly student newspaper; The SPRINGFIELD STUDENT publishes articles and features, written by students, that are of interest to the campus community. Weekly coverage includes campus issues, sports, and information regarding activities and special events.

**Student Organizations:**

*Governing Bodies*

- Student Government Association
- Class Boards

*Academic Interest*

- Athletic Training Club
- Physical Education Health Education Majors Club
- Physician Assistant Student Organization
- Pre-Medical Scholars Society for the Advancement of Management
- Sports Management Club
- Student Occupational Therapy Association
- Student Physical Therapy Organization
- YMCA Club

*Special Interest*

- Best Buddies
- Environmental Club
- Fellowship of Christian Athletes
- Habitat for Humanity
- International Student Organization
- Newman Community
- Pride Alliance
- SC Dancers
- SC Hillel
- SC Outing Club
- SC Singers
- Springfield College Outreach Committee
- Student Society for Cultural Diversity
- Students Against Violence Everywhere

*Special Event*

- Best of Broadway
- Campus Activities Board (CAB)
- Family Weekend Committee
- Leadership Training Conference
- Pre-Camp
- SC Backstage
- Sti-Yu-Ka Committee (spring week)

*Campus Media and Publications*

- Massasoit Yearbook
- Springfield Student (newspaper)
- WSCB Radio

## Discount Ticket Offers

The Office of Student Activities and Campus Programs offers the following tickets for purchase, Monday–Friday, 9 am–4 pm at the “BC Desk”:

- *Basketball Hall of Fame*, \$11 for adults and \$8 for youth;
- *Springfield Symphony Orchestra*, exclusively for students, \$7 with valid student ID;
- *Showcase Cinema*, for \$8; these tickets are valid at both the theaters on Boston Road and Riverdale Road
- *Big E Tickets*, seasonally available.

## Student Affairs

### STUDENT VOLUNTEER PROGRAMS

|                  |  |               |                             |
|------------------|--|---------------|-----------------------------|
| <i>Contact:</i>  | Charlene Elvers, M.A.  | <i>Phone:</i> | 413.748.3394                |
| <i>Location:</i> | Fall   |               | Babson Library, First Floor |
|                  | Spring   |               | Campus Union, Upper Level   |
| <i>Hours:</i>    | Monday–Friday  |               | 8:30 am–4:30 pm             |
| <i>Email:</i>    | CELVERS@spfldcol.edu   |               |                             |
| <i>Website:</i>  | <a href="http://www.spfldcol.edu/homepage/dept.nsf/studentVolunteer">www.spfldcol.edu/homepage/dept.nsf/studentVolunteer</a> |               |                             |

The Office of Student Volunteer Programs seeks to enhance the educational experience of students by providing opportunities to participate in community service programs and reflect on that experience. The office serves as a centralized clearinghouse of volunteer opportunities with staff members serving to connect students with desired service opportunities. With student leadership support, the Office of Student Volunteer Programs also develops and coordinates special programs. One of these is Humanics in Action Day held the third Thursday in September. Classes are cancelled on this day to allow students, faculty and staff to work with Springfield neighbors on a variety of community and College improvement projects. Another major ongoing program supervised by the office is the Partners Program, which pairs a college student with a youth to provide tutoring/mentoring activities on a weekly basis. Additionally, the Office of Student Volunteer Programs supports and advises community service trips and the Community Federal Work Study Program. The latter program enables students to utilize their work study allotment for service to the community.

### UNITED CAMPUS MINISTRY AND SPIRITUAL LIFE

|                  |  |               |                          |
|------------------|--|---------------|--------------------------|
| <i>Contact:</i>  | David McMahon  | <i>Phone:</i> | 413.748.3208             |
| <i>Location:</i> | Fall   |               | Judd Hall, First Floor   |
|                  | Spring   |               | Campus Union, Main Level |
| <i>Hours:</i>    | Monday–Friday  |               | 8:30 am–4:30 pm          |
| <i>Email:</i>    | UCMSL@spfldcol.edu   |               |                          |
| <i>Website:</i>  | <a href="http://www.spfldcol.edu/homepage/dept.nsf/campusministry">www.spfldcol.edu/homepage/dept.nsf/campusministry</a> |               |                          |

The United Campus Ministry and Spiritual Life Center seeks to promote spiritual growth, ethical awareness, and human sensitivity across the campus. It serves as a resource for students, faculty and staff on issues of faith and justice on campus and around the world. In addition to supporting students in their own faith traditions, the director and chaplains encourage interfaith dialogue and cooperative ventures in an atmosphere of respect for religious pluralism. The United Campus Ministry and Spiritual Life Center provides pastoral counseling, student advocacy, faith development, worship opportunities, visiting lectures, and resources for interpreting contemporary social events and movements. The Center welcomes persons of all spiritual and religious backgrounds and coordinates formal ministries on campus and with the surrounding community.

for manufacture and distribution of drugs if death or serious injury results from use of the substances.

## Alcohol and Drug Treatment Programs

In addition to services and referrals offered through the Springfield College Counseling Center and Health Services, the following services and sources of information are available in the surrounding community:

|   |              |
|---|--------------|
| Alcoholic Anonymous (AA) (self help programs) ..... | 413.532.2111 |
| Narcotics Anonymous (NA) (self help programs) ..... | 413.538.7479 |
| Al–Anon and Alateen of Greater Springfield .....    | 413.782.3406 |
| Providence Behavioral Health Care .....             | 413.539.2980 |
| Holyoke Hospital .....                              | 413.534.2627 |
| Carlson Detoxification Center .....                 | 413.794.5555 |
| Baystate Medical Center (Admissions) .....          | 413.794.0000 |
| Baystate Medical Center (Health Information) .....  | 413.794.2255 |
| Gambler’s Anonymous (self help program) .....       | 800.426.1234 |
| Overeater’s Anonymous (self help program) .....     | 413.783.4198 |

## FINANCIAL OBLIGATIONS

Tuition, fees, and other charges are payable when due. Deadlines for payment of tuition, fees and other charges are identified on student account summaries, which are mailed to the individual responsible for payment of the bill. Checks or money orders should be made payable to Springfield College. There is a penalty charge of \$30 per check for all checks returned by the drawer’s bank. After two return checks, the Business Office will no longer accept personal checks.

The College withholds awarding diplomas and issuing official transcripts to any student whose account is in arrears. In addition, the College reserves the right to prevent any individual who fails to pay all bills from registering or selecting college housing. Any collection costs, including reasonable attorney’s fees, incurred by the College will be passed on to the individual and the student responsible for the bill.

## FIREARMS AND WEAPONS

It is a violation of Massachusetts state law and College policy to possess a firearm or other dangerous weapon on campus.

Examples of weapons considered dangerous are: explosives, knives, pellet guns, paint guns\*, slingshots, blades, wrist rockets, ammunition, fireworks, dangerous chemicals, and martial arts weapons. “Nunchucks, klackers, Kung-Fu sticks, or any other similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather” are illegal in the Commonwealth of Massachusetts (Massachusetts law, section 129C of Chapter 140). The law also includes “shreiken or any other similar pointed starlike objects intended to injure a person when thrown,” as well as “billy clubs or other dangerous weapons.”

Students may not bring any weapons on campus. Any firearms or weapons found on campus will be immediately confiscated and held by the Department of Public Safety. The student will face severe disciplinary action on campus and, consistent with the Commonwealth’s law, may also face imprisonment for not less than six months nor more than two and one half years in a jail or house of correction.

\* All paint guns must be used only for off campus activities and must be kept at Public Safety.

## College Policies

mass-production of such cards will result in College sanctions and may result in criminal prosecution.

8. Students possessing or delivering alcohol in the residence buildings and who appear to be under the age of 21 will be confronted by the staff. There is an expectation that students in this age category will abide by the law.
9. Display of alcohol signage and paraphernalia are prohibited.
10. Disciplinary proceedings will be commenced against those students who are hosting a gathering where alcohol is served to minors and/or the consumption of alcohol by guests is not monitored. Underage students present where alcohol is found may face disciplinary action.
11. Abuse of alcoholic beverages is interpreted by the College as a lack of responsibility on the part of the student as determined in the discretion of the College and/or a violation of Massachusetts law and will not be tolerated. Alcohol abuse will lead to disciplinary action and/or required intervention.
12. Students who operate a motor vehicle while under the influence of alcohol either on or off campus will face disciplinary action and could face criminal prosecution.

**DRUG POLICY**

The College prohibits the possession, use, or distribution of any illegal and/or controlled substance as defined by the statutes of the Commonwealth of Massachusetts. Considered to be evidence of drug-related violations and sufficient grounds for full disciplinary action include, but are not limited to the following:

- A. Being in the presence of a controlled substance/illegal drug.
- B. Being in the presence or possession of any drug paraphernalia and/or being in the presence of smoke or odors as in the case of marijuana.
- C. Possession, use or distribution of all types of drug paraphernalia, including, but not limited to pipes, bongs, rolling papers, clips, and unauthorized use of syringes.

Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred. If found, any item will be confiscated.

In addition, all students present at the time of the violation will be held responsible for the infraction. All residents of a room, apartment or townhouse in which such violations occur may be subject to the full range of disciplinary actions, even if they were not present at the time of the incident. As a result, resident students are particularly advised to give careful attention to anyone who has access to their rooms, apartments or townhouses. Any student who feels jeopardized by the actions of his/her roommate(s) should seek assistance from the Residence Life Staff so that the problems may be avoided.

**Sanctions for Violating the Drug Policy**

A student who violates this policy in whole or part by being found in the presence of, possessing, using, and/or distributing illegal substances will face severe disciplinary action as determined by the College in its sole and exclusive discretion.

**Federal Law**

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second.

The penalty for distributing drugs is the loss of benefits for five years after the first, ten years after the second, and permanently after the third conviction.

It is especially important to note that under Federal law, distribution of drugs to persons under the age of 21 is punishable by twice the normal penalty with mandatory imprisonment. A third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences

College Policies

**ACADEMIC AFFAIRS**

*Contact:* Jean A. Wyld, Ph.D. *Phone:* 413.748.3959  
*Location:* Marsh Memorial, Room 211  
*Hours:* Monday–Friday 8:00 am–5:00 pm

The Office of the Vice President for Academic Affairs provides support services for faculty members and for the Faculty Senate, and coordinates the student academic progress process, academic appeals, and annual commencement ceremonies. The Vice President for Academic Affairs, and the Associate Vice President, the office is responsible for all academic programs offered by the college, and for academic support functions and services.

**ACADEMIC SUCCESS CENTER**

*Contact:* Andrew Wilcox, M.A. *Phone:* 413.748.3747  
*Location:* Hickory Hall, Room 109  
*Hours:* Monday–Thursday: 9:00 am–9:00 pm  
 Friday: 9:00 am–4:00 pm  
 Sunday: 2:00 pm–9:00 pm  
*Email:* ASC@spfldcol.edu  
*Website:* [www.spfldcol.edu/Academic-Success-Center](http://www.spfldcol.edu/Academic-Success-Center)

The Academic Success Center’s mission is to support academic excellence for all students at Springfield College. To that end, the Center offers in one location, readily and easily accessible services including help in writing, mathematics, subject area tutoring, study skills counseling and assistance for students with documented disabilities.

We in the Academic Success Center realize that learning and becoming a capable student involves mastering a long list of academic skill sets. The goal of the Academic Success Center is to help Springfield College students pinpoint the skills they want to enhance and give them the tools and support to do so.

The creation of the Academic Success Center stands as a milestone of Springfield College’s commitment to its mission and the promotion of “academic excellence.” This confluence of student academic services, housed in the newly renovated Hickory Hall, is a direct result of the recommendations made by the 2004 Learning Support Task Force. Its opening in the fall of 2007 marks a new phase to expand both the breadth and depth of the academic services that Springfield College offers its students.

The Academic Success Center begins with three core services areas: Writing Support Services, Math Support Services, and Learning Support Services. Each service has a linked webpage detailing the supports they provide.

**AMERICORPS**

*Contact:* Shannon Langone *Phone:* 413.748.3403  
*Location:* Fall Babson Library, First Floor  
 Spring Campus Union, Upper LevelFloor  
*Email:* SLANGONE@spfldcol.edu

Springfield College has been a leader in forming numerous collaborations designed to meet a variety of pressing needs in our shared community, especially those centered on youth. The Springfield College AmeriCorps Program will provide direct services primarily in the targeted issue areas of education, health and other human needs.

Graduate students from all programs are welcome to apply. In many cases AmeriCorps placements may be combined with academic requirements. Members will serve in one of the following

College Offices

four areas of need based on the best match between the organization's service need and the member's knowledge and skills.

Members will serve part-time throughout the academic year of September – June and will be required to complete 900 hours of service. Typically, members provide direct services four hours per day, for five days per week during this time.

## ARAMARK DINING SERVICES

Contact: Christine Catterton Phone: 413.748.3205  
 Location: Cheney Hall  
 Website: [www.springfieldcollege.campusdish.com](http://www.springfieldcollege.campusdish.com)

The College operates a complete dining and snack service available for cash and meal plan customers. Undergrad students living in a non-apartment style residence hall must have, at minimum, the 14 Meal Plan. Various options are available with a weekly meal allowance (to be used at the Fresh Food Company), and a declining balance of Dining Dollars (which may be used at any of the Dining facilities on campus). The student's campus ID serves as their meal ticket and must be presented to the cashier.

### Dining Facilities:

**Cheney Hall**—The Fresh Food Company at Cheney Hall will provide “all you care to eat” dining for breakfast, lunch and dinner. The hours of the Fresh Food Company are 7 am–8 pm (Monday–Friday) and 10 am–8 pm (Saturday and Sunday).

The Fresh Food Company offers a variety of made to order menu options utilizing fresh local ingredients.

**The Café**—Located in the back of Cheney Hall, the Café offers Bene Pizzeria, Subway, and an array of grab and go items. Here you will find favorites such as stuffed crust pizza, calzones, breadsticks, wings, subs and salads. The Café is open 7:30 am–12 Midnight (Monday–Thursday), 7:30 am–2 am (Friday), 8 am–2 am (Saturday) and 8 am–12 Midnight (Sunday).

**Convenience Store**—Located in Abbey Hall, the “C-Store” offers almost everything typically available in any convenience store. The hours are 10 am–11 pm (Monday–Friday), 12 noon–7 pm (Saturday) and 3 pm–7 pm (Sunday).

**Locklin Hall Coffee Shoppe**—Located in Locklin Hall, the hours are 7:30 am–1:00 pm (Monday–Friday) and 9 am–2 pm on SHS Weekends.

**Allied Coffee Shoppe**—Located in the Allied Health Sciences Building, the hours are 7:30 am–1:30 pm (Monday–Friday).

**Wellness Center Snack Bar**—Located in the Wellness Center, the hours are 7:30 am–7:30 pm (Monday–Friday).

All food service locations on campus honor the student's Dining Dollars.



except in a family residence.

2. No person shall operate a motor vehicle under the influence of alcoholic beverages. Violators may be subject to arrest, fine, mandatory court education programs, immediate loss of license and/or imprisonment.
3. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators may be subject to criminal charges and a fine.
4. No person under 21 years of age shall keep, purchase, sell, possess, or receive alcoholic beverages. Violators may be subject to arrest, criminal charges and fine.
5. No person shall use the liquor identification card or driver's license of another, or supply such cards to another, furnish false information in obtaining such cards, or alter or deface such cards. Violators may be subject to arrest, criminal charges and fines.
6. In addition to the criminal penalties for wrongful handling and use of alcoholic beverages, individuals who furnish or sell alcoholic beverages to minors or to persons who are intoxicated may be liable to such persons and to anyone else who suffers personal injury as a result of such furnishing or sale. This may result in a civil lawsuit.

### Alcohol Policy and Procedures for Individual Use

1. Possession or use of alcohol in any form is strictly prohibited in first year residence halls, regardless of one's age. This restriction applies to all students of Springfield College, their guests, and members of their families.
2. Possession and consumption of alcoholic beverages on or off the Springfield College campus must be in compliance with Massachusetts state laws. Legal use of alcohol is limited to the privacy of students' rooms.
3. The possession, consumption or use of alcoholic beverages by those persons under the age of 21 is a violation of College Policy.
4. Alcohol consumption and/or carrying open containers of alcoholic beverages is not permitted in public areas of the residence halls (lounges, entrance ways, stairwells, lavatories, corridors, etc.) or in other College buildings, at athletic events, student activities, and outdoors on the campus unless specific written authorization is granted prior to the event by the Vice President for Student Affairs and Dean of Students or designee. The College defines an open container as (1) any container that is used to hold alcoholic beverages and from which the container's original seal is broken, (2) cups, including but not limited to, those with open tops into which a straw may be inserted.
5. Large quantities of alcohol are not permitted in residence facilities or on the grounds of the campus. Any alcohol brought into the room by a visitor or guest, which causes the alcohol quantity to exceed the limit, is considered a violation of the alcohol quantity policy. Cases of beer and kegs or beer balls, whether empty or full, tapped or untapped, are strictly prohibited and will be confiscated (taps and “keg-o-rators” included) by the College. Recognizing the serious health risks posed by excessive drinking, the College also prohibits drinking paraphernalia, including, but not limited to, drinking funnels, all manners of drinking games, and preparation of spiked punch or “jungle juice.”
6. Impairment, which could be attributed to the consumption of alcohol, that substantially interferes with student judgment and decision-making, causes disturbance, and/or requires the intervention of College personnel is prohibited.
7. Falsifying any identification cards and/or borrowing another student's ID to obtain alcohol or to gain entrance to functions where alcoholic beverages are being served will result in disciplinary action. Production and/or alteration of identification cards for sale and/or

College Policies

INTRODUCTION TO COLLEGE POLICIES

Each institution establishes rules and regulations to ensure that students' individual rights are respected within the community. Such policies also serve to inform students of their responsibilities. Please read the following policy statements carefully. They will be applied consistently throughout the academic year. Questions concerning campus policies should be raised at the Office of Students Affairs.

ABUSE AND ASSAULT POLICY

Springfield College has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health and safety of any other member of the College community on or off campus is prohibited. Due to the serious nature of such incidents, students found involved in violation of this policy may be suspended or dismissed from the college.

ALCOHOL AND OTHER DRUG POLICIES

The College hopes that the years spent as a member of the Springfield College community will be a time of great personal growth and development. Clearly, the primary goal is to gain knowledge and expertise in a particular field. However, there are other important goals, such as learning to take responsibility for one's life, gaining awareness of one's basic values, and making changes that are consistent with those values, as well as learning to live, work and play in a thoughtful community with others. The Alcoholic Beverage and Drug Policies are adopted to promote attitudes towards alcohol use that are consistent with an atmosphere of civility, and to discourage alcohol-related behavior on campus which is illegal and/or abusive to oneself or to others. The Drug Policy clearly outlines the position of the College relating to use of illegal substances. Both policies have been developed to be consistent with our belief in the total development of the person—in Spirit, Mind, and Body.

ALCOHOL POLICY

Springfield College is in compliance with the Drug-Free Campus Regulations and has adopted the following policies to address the presence of alcohol and the use of drugs and/or other illegal substances. Springfield College's mission speaks to the importance of educating students in mind, body and spirit for leadership and service to humanity. An understanding of the purpose of a Springfield College education underscores the rationale for the college policy on alcohol. The misuse and abuse of alcohol in whatever form is inconsistent with this fundamental commitment of the College to provide said education. The College encourages and supports students who abstain from the use of alcoholic beverages. It also acknowledges that we live within a social environment which establishes in law, a minimum age for the use of alcohol (21). The College does, however, permit the use of alcohol on campus in a manner consistent with the law. The College does not allow the use of alcohol to lead to disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of the community.

Springfield College is subject to the laws of the Commonwealth of Massachusetts regarding the consumption, purchase, possession, and transportation of any alcoholic beverage. Some of the more pertinent statutes and regulations that have an impact on the way the College relates to these issues are as follows:

1. No person, group or organization may sell alcoholic beverages except pursuant to a license granted by the Commonwealth through the local government licensing authority. Licensing authority does not give permission for groups to have an open bar on campus,

ATHLETICS

Contact: Cathie Schweitzer, Ph.D. Phone: 413.748.3333  
 Location: PE Complex, Room 304  
 Hours: Monday–Friday 8:30 am–4:30 pm  
 Email: CSCHWEITZER@spfldcol.edu  
 Website: [www.springfieldcollege.edu/homepage/athletics.nsf/home](http://www.springfieldcollege.edu/homepage/athletics.nsf/home)

The athletics program is an integrated part of the College's total curriculum. Here athletics interact with academics—they are co-curricular, not extracurricular. Unlike at many institutions, coaches at Springfield College do more than coach.

As faculty members and academic advisors, they also teach in the classroom and their "classrooms" extend to the playing fields and beyond. In their roles as teacher-coaches, they work with students and student-athletes alike to help them develop to their fullest potential.

The influence of this great teaching/coaching tradition obviously has had a powerful impact: approximately 200 of the College's graduates hold intercollegiate head coaching positions. Springfield College takes great pride in a nationwide reputation as a training-ground for coaches, athletic directors, and athletic trainers.

Teams

|                             |                          |
|-----------------------------|--------------------------|
| Men's Baseball              | Men's/Women's Basketball |
| Men's/Women's Cross Country | Women's Field Hockey     |
| Men's/Women's Track         | Men's Football           |
| Men's/Women's Gymnastics    | Men's Golf               |
| Men's/Women's Lacrosse      | Women's Softball         |
| Men's/Women's Soccer        | Men's/Women's Swimming   |
| Men's/Women's Diving        | Men's/Women's Tennis     |
| Men's/Women's Volleyball    | Wrestling                |

BABSON LIBRARY

Contact: Andrea Taupier Phone: 413.748.3609  
 Location: Babson Library, First Floor  
 Hours: Monday–Thursday 7:30 am–Midnight (Labs close at 11:45pm)  
 Friday 7:30 am–10:00 pm  
 Saturday 9:00 am–10:00 pm  
 Sunday 9:00 am–Midnight  
 Email: [ATAUPIER@spfldcol.edu](mailto:ATAUPIER@spfldcol.edu)  
 Website: [www.springfieldcollege.edu/library](http://www.springfieldcollege.edu/library)

In today's rapidly changing world, Babson Library is the student's gateway to information services. The Library serves the students, faculty and staff of Springfield College in Springfield, Massachusetts, and all of the College's satellite campuses. The Library is a repository of a rich collection of print and nonprinting materials, as well as featuring high quality automated resources. Library staff members are pleased to provide professional assistance to all library users.

The latest information about Babson Library, its resources, and services are available on the library's webpage at [www.springfieldcollege.edu/library](http://www.springfieldcollege.edu/library). The website also features access to the library's electronic resources, its online catalog, contact information, request forms, electronic reserves, archival and special collections, and information about the library's staff and other services. Information about library hours is also available by phone at extension 3315, and is also posted at the entrance to the library. The library hires many student employees each year and welcomes applications from all students.

## BUSINESS OFFICE

*Contact:* Olivia Gendron *Phone:* 413.748.3183  
*Location:* Administration Building, First Floor  
*Hours:* Monday–Friday 8:30 am–4:30 pm

Springfield College’s Business Office manages tuition, housing fees, meal and dining plans, student health insurance, and payment plans. Student accounts are managed by individual business office staff and based on your class standing.

In our efforts to continue on the path of going green, Springfield College is pleased to announce the introduction of electronic billing. Beginning this year, you will receive your bill electronically with the ability to pay online via credit/debit card or check.

The Business Office will cash Springfield College payroll checks, up to \$999.99, for students during normal business hours Monday-Thursday, 9:30 am–3:00 pm and Friday, 9:00 am–3:30 pm.

## FINANCIAL AID

*Contact:* Edward Ciosek *Phone:* 413.748.3108  
*Location:* Administration Building, Second Floor  
*Hours:* Monday–Friday 8:30 am–4:30 pm

The Financial Aid Office has complete information on grants, loans, state scholarships, and part-time employment on campus. A financial aid award is not automatically renewed. Application forms and Financial Aid Forms must be submitted each year by every applicant.

## INFORMATION TECHNOLOGY SERVICES

*Contact:* Tom Larkin *Phone:* 413.748.3458  
*Location:* Babson Library, Lower Level  
*Hours:* Monday–Friday 8:30 am–4:30 pm  
*Email:* HELPDESK@spfldcol.edu

Computers are increasingly a necessary tool for instruction throughout the curriculum. Their use extends beyond simple word processing and includes a wide variety of applications which include spreadsheets, Email, group discussion databases, presentation programs, Internet research, library search services, and other specialized programs required within individual courses. The Information and Technology Services department (ITS) maintains a student public access computer lab and several training and instructional computer labs in the basement of Babson Library. All computer labs are connected to the campus data network and most provide printing services. All labs run Windows 2000 operating systems; Apple OS is not supported by the College. The campus software package includes Lotus Notes (Email), Microsoft Office, and Internet Explorer web browser.

Each student is given an individual email account and residence room is equipped with a live data network outlet for each student. In addition, there are several wireless internet locations across the campus.

The instructional labs CR1 and CR2 in Babson Library feature overhead presentation technology; the Davis Hypermedia lab in Visual and Performing Arts Department has high power PC’s with CD sound, Laser Disk players, Zip Drives, Scanner and overhead presentation technology as well as a connection to the college cable television network with VHS and Video projector playback facilities. This lab unleashes student creativity and resourcefulness through advanced software programs for art, multimedia, graphics, animation, sound, full motion video and hypertext.

## EMERGENCY EVACUATION

Students should note that emergency matters calling for immediate attention should be reported directly to the Resident Director or the Resident Assistant on duty. These include serious accidents, illness, gross violations of rules, plumbing or electrical failures, fire and similar matters.

## FIRE PREVENTION

Each building is required to organize fire drill procedures and to hold fire drills. When the fire alarm sounds, each student is to leave the residence hall as quickly and quietly as possible.

### Evacuation Procedure

1. Shut all windows.
2. Leave lights on.
3. Wear shoes.
4. Take towel to cover face in case of fire.
5. Close doors, but leave unlocked.
6. Walk quickly to nearest exit, **DO NOT** use the elevator.
7. Remain calm.

Failure to evacuate the premises within three to five minutes, failure to cooperate with College personnel, or premature re-entry of the building when alarms sound will result in an automatic fine. If any further violations occur, the student will face severe disciplinary action.

### Fire Protection Equipment

To protect the life and safety of those living in College housing, the use of fire extinguishers and all other equipment necessary for fire protection must be limited to emergencies or fire drills only. Tampering with fire equipment is prohibited.

### Fire Safety Regulations

Students are not allowed to cook in their rooms or be in the possession of cooking appliances. All cooking and storage of cooking appliances must be restricted to kitchen facilities provided in each residence hall or apartment. Candles or incense are not permitted in residence halls. The garaging of any type of motor vehicle or combustible material is not permitted in the buildings. Refrigeration units using no more than 1.6 amps may be used. During holiday and spring vacations they must be emptied and left unplugged by the student. There is no storage for refrigerators over the summer. Air conditioning units are not permitted. Residence Life staff may conduct safety inspections during breaks.

## RESIDENCY REQUIREMENT

Springfield College is residential college that is committed to the belief that there are numerous benefits to living in a college community. The College believes in the education of the whole person and regards the residential experience as an integral part of that education. For this reason the College requires all full-time undergraduate students to live on campus for a minimum of three years unless the student meets one of the following conditions:

- Are 23 years of age or older;
- Are married;
- Have a dependant child;
- Have been a veteran of at least two years on active military duty;
- Are planning to live at home with a parent(s) or guardian and that home is within a 60 mile radius;
- Have lived on campus for three years at Springfield College or at another college.

Students who meet one of the above criteria are required to petition the Office of Residence Life by submitting a Commuter Status Application.

Approved students will have their status recorded by the College.

7. To inform roommate(s) and floormates of personal needs and preferences and to negotiate differences.
8. To agree to seek out appropriate psychological help, when and if necessary, and to avoid becoming excessively demanding on fellow residents.
9. To avoid damaging college property and to recognize that public areas and their furnishings belong to everyone and that abuse of those areas violates the rights of the community.
10. To adhere to all college policies and regulations relative to the use and misuse of alcohol and illegal drugs.
11. To be responsive and cooperative in all dealings with Residence Life Staff members.

## POLICIES AND REGULATIONS

The policies and regulations detailed in the Residence Hall Contract have been designed with the belief that certain guidelines become necessary to provide a framework within which a residence facility and its residents can function harmoniously and demonstrate respect to other students as well as College and personal property. Failure to abide by College policies and regulations will result in disciplinary action as prescribed by the Springfield College Student Handbook. Some violations have a specific fine or censure attached to them:

- a. Tampering with fire safety equipment.
- b. Possession of a firearm or any illegal weapon, or possession or use of fireworks or explosives is prohibited.
- c. Violations of Drug Policy.
- d. Failure to leave building during fire drills, failure to leave in a timely manner or re-entering the building without verbal clearance or staff permission.
- e. Use or possession of large quantities of alcohol including cases, kegs, beer balls, bulk containers of alcohol, or funnels.
- f. Consumption of alcohol in unauthorized areas, residence halls or other campus locations first violation.
- g. Use or possession of unapproved electrical appliances in residence hall rooms.
- h. Propping open doors of residence facilities.
- i. Throwing garbage or other items out windows.
- j. Construction of unauthorized loft without permit.
- k. Removal of hall lounge furniture to use in student rooms.
- l. Open Flames: candles (may be confiscated), incense, cigarette smoking.
- m. Damaging College property will result in charges to the individual(s) responsible for said damage. Damage to individual rooms or apartments will be shared by the students assigned to that space.
- n. Replacement of a lost room key is \$35.

Students living in the residence halls are expected to express themselves civilly at all times. Students are prohibited from using the windows of residence halls for displays of signage of any type.

Students are assigned roommates when they are accepted for admission to the College. These assignments are based upon information gained from the Roommate Selection Survey sent to each individual prior to their arrival.

Roommates are encouraged to negotiate differences and to work with staff to problem solve and communicate. Anyone desiring to change rooms or residence halls should go to the Department of Residence Life since all changes must be made by the Assistant Director. Returning students have the opportunity to select roommates and specific rooms or apartments during the Room Draw process, which is held each year in April.

## INTERNATIONAL CENTER

|                  |                   |               |   |
|------------------|-------------------|---------------|---|
| <i>Contact:</i>  | Deborah Alm       | <i>Phone:</i> | 413.748.3215  |
| <i>Location:</i> | Fall<br>Spring    |               | Alumni Hall, Lower Level<br>Campus Union, Upper Level |
| <i>Hours:</i>    | Monday–Friday     |               | 8:30 am–4:30 pm                                       |
| <i>Email:</i>    | DALM@spfldcol.edu |               |   |

The mission of the International Center at Springfield College is to foster the international character of the institution by promoting, supporting and developing a wide range of international and intercultural opportunities for all members of the Springfield College Community. The International Center provides support services for international students at Springfield College. Students are provided with: an orientation program, opportunities to actively participate in the International Student Organization, and peer and faculty advisors. It is also responsible for providing information to all students who may wish to explore study abroad opportunities.

## PUBLIC SAFETY

|                  |  |               |              |
|------------------|--|---------------|--------------|
| <i>Contact:</i>  | Chief Jackson  | <i>Phone:</i> | 413.748.5555 |
| <i>Location:</i> | Marsh Memorial, Lower Level, Outside Entrance  |               |              |
| <i>Email:</i>    | SCDISPATCH@spfldcol.edu  |               |              |
| <i>Web Site:</i> | <a href="http://www.springfieldcollege.edu/homepage/dept.nsf/campuspolice">www.springfieldcollege.edu/homepage/dept.nsf/campuspolice</a> |               |              |

The Department of Public Safety is comprised of Campus Police officers and security guards whose primary responsibility is to protect life and property, and prevent and detect crime. The department is charged with the enforcement of federal, state, and municipal laws and ordinances, as well as College rules and regulations. The office is staffed 24 hours a day, seven days a week. An escort service is provided upon request to any on-campus location or College-owned housing. Call boxes are located near the Convenience Store at the rear of Abbey Hall and in Lot 10 between the Complex and the Natatorium. These phones will connect you with the Department of Public Safety by opening the cover and pushing the “emergency” button. There is a blue box at the entrance to Lot 2 on Wilbraham Avenue; simply opening the door activates this box. There are blue emergency call boxes with blue lights above them. One is located on Portsmouth Street, near Lot 5 and another is attached to the field shed at Blake Track. Pushing the “emergency” button activates these. There are two emergency poles located on the campus. One is near Lot 1 and Babson Library. The other is located at 45 Island Pond Road on the south side of the Brennan Building. Pressing the “emergency” button also activates these.

While it is the goal of the Department of Public Safety to provide a safe and secure environment for the campus community, there can be no guarantee of a community free of crime. Each member of the campus community must assume some responsibility for their personal safety.

### Arrest information

It is important to remember that the Department of Public Safety and the Office of the Dean of Students respond to student behavioral issues in different ways. Students in violation of the Student Code of Conduct may be adjudicated both through the internal judicial proceeding and through a legal proceeding with Public Safety. If a student is arrested by the Department of Public Safety or by another law enforcement department, then it is expected that the student will attend the appropriate legal proceedings. For more information regarding your rights and responsibilities for these proceedings, please visit the Department of Public Safety.

## REGISTRATION AND RECORDS

Contact: Keith Ingalls Phone: 413.748.3530  
 Location: Administration Building, First Floor  
 Email: REGISTRAR@spfldcol.edu  
 Website: [www.springfieldcollege.edu/homepage/dept.nsf/registrar](http://www.springfieldcollege.edu/homepage/dept.nsf/registrar)

The Office of Registration and Records manages the policies and regulations which insure consistency and permit fairness to all students, and is responsible for preparing class schedules, enrolling students in courses, and compiling and maintaining grade reports and records. Student's transcripts and loan eligibility certification are maintained by the Office of Registration and Records

## SPRINGFIELD COLLEGE BOOKSTORE

College Offices

Contact: Nikki Parker Phone: 413.748.3597  
 Location: Fall Judd Hall, Lower Level  
 Spring Campus Union, Lower Level  
 Hours: Monday–Friday 8:00 am–4 pm  
 Saturday 12:00 pm–3:00 pm  
 Email: BOOKSTORE@spfldcol.edu  
 Web Site: [www.spfld.bkstr.com](http://www.spfld.bkstr.com)

Textbooks, clothing, gifts, residence hall supplies, gift cards, and other essentials are available at the SC Bookstore which is located in the lower level of Judd Hall, extension 3597. Buy books online at the following website: [www.spfld.bkstr.com](http://www.spfld.bkstr.com).

## YMCA RELATIONS OFFICE

Contact: Harry Rock Phone: 413.748.3914  
 Location: Blake Hall  
 Hours: Monday–Friday 8:30 am–4:30 pm  
 Email: HROCK@spfldcol.edu  
 Website: [www.springfieldcollege.edu/homepage/dept.nsf/yymca](http://www.springfieldcollege.edu/homepage/dept.nsf/yymca)  
 Facebook: Springfield College Professional Studies Program

The YMCA and Springfield enjoy a relationship that began in 1885 with the establishment of Springfield as the YMCA Training School. Today, Springfield College remains true to its heritage, and many Springfield graduates choose to work for the YMCA. The YMCA Relations offers the YMCA Professional Studies Program (YPSP) which uniquely prepares students for careers in the YMCA. The YPSP integrates:

**Academic Preparation:** Students major in an area of interest which is relevant to a YMCA Career and minor in YMCA Professional Studies.

**Leadership and Professional Development:** The YMCA Club is the heart of the co-curricular aspect, and functions in many ways as a “YMCA without walls.” The focus of the YMCA Club is leadership/professional development, community service and wellness programs. Students also have the opportunity to participate in local, regional, and national YMCA trainings and conferences.

**Career Development:** students engage in a full range of career exploration and development programs designed to prepare them for employment.

**Internships and Employment Opportunities:** to expand students understanding of the YMCA and to deepen their commitment to service, the YMCA Relations office helps students' secure meaningful internships and employment at YMCAs.

With a motto of, “Learn, Lead, Serve”, the YMCA Professional Studies Program offers a great blend of practical knowledge, experiential opportunities to grow as a leader, and a dedication to serving others.

## Residence Hall Policies

### RESIDENCE LIFE CANCELLATION POLICY

Living on campus is an important part of the Springfield College experience. All undergraduate students are required to live on campus through their junior year. Seniors and Graduate students who have signed a Housing Agreement and wish to cancel must notify the Residence Life Office in writing. Cancellation is considered effective once notification is received.

#### Cancellation Penalty for Enrolled Student

Before May 16 = \$200  
 May 16–July 1 = \$400  
 July 2–October 17 = 30% fee assessed for the entire academic year (Housing charges)  
 After October 17 = 100% fee assessed for the entire academic year (Housing charges)

Students who officially withdraw from the College should refer to the Tuition and Housing Refund Policy.

### RIGHTS AND RESPONSIBILITIES OF RESIDENT STUDENTS

As a member of the residential community at Springfield College, students have a number of rights and privileges. At the same time, they have a responsibility to conduct themselves in a way which assists the community in upholding reasonable standards of conduct and civility.

#### Rights

1. To be treated with respect and consideration.
2. To be able to read and study free from undue interference in individual rooms.
3. To expect a roommate to respect personal belongings.
4. To live in a clean environment.
5. To have free access to assigned room and facilities without pressure from a roommate.
6. To have personal privacy.
7. To have guests in the room in compliance with the guest policy outlined in the room contract.
8. To be able to address grievances and concerns.
9. To be free from fear or intimidation, physical and/or emotional harm.
10. To be free from all forms of discrimination.
11. To expect the residence hall staff to be supportive in time of need and to assist in the resolution of conflicts or differences.

#### Responsibilities

1. To become familiar with all of the policies and regulations necessary for the residence hall community to function, and to abide by those rules, which are found in the Residence Hall Contract.
2. To treat others with respect and consideration, and to guarantee them their individual rights.
3. To be responsive to all reasonable requests of fellow residents.
4. To accept responsibility for personal and community safety, i.e. to refrain from misusing fire equipment, propping doors open, losing keys, throwing things out the window and obstructing hallways or entrances with bicycles or other items.
5. To inform guest(s) of all relevant policies and regulations and accept responsibility for their conduct and behavior.
6. To control the volume of noise and music emitting from assigned room out of consideration of other residents.

Hall Policies

enrolled students, with a balance on their account, will be placed in collection.

When a student registers for classes, he/she is responsible for the tuition charges and other College costs. incurred. Non-attendance in classes does not constitute withdrawing or dropping a class. Any changes to a student's course schedule require the approval of an academic advisor and an official registration action.

## FEDERAL STUDENT AID WHEN A STUDENT WITHDRAWS

The law specifies how Springfield College must determine the amount of federal student aid (FSA) assistance a student earns they withdraw from school. The FSA programs that are covered by this law are:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants
- Federal Academic Competitiveness Grants
- Federal SMART Grants
- Federal Stafford Loans
- Federal PLUS loans (Graduate and parent)
- Federal Perkins Loan

When a student withdraws during a term, the amount of Federal Student Aid program assistance they have earned up to that point is determined by a specific formula. If a student received (or Springfield College or parent received on the students behalf), less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned by Springfield College and/or by the student. The amount of assistance that the student has earned is determined on a pro rata basis and based on federal eligibility.

For more information regarding Federal Financial Aid information please visit us on line at: [www.spfldcol.edu/home.nsf/admissions/financialaid](http://www.spfldcol.edu/home.nsf/admissions/financialaid).

Refunds

## Campus Services for Students

### BANKING ON-CAMPUS

Bank of America provides an automated teller machine (CIRRUS and NYCE network) located inside the lower level of Marsh Memorial Hall, next to the Office of Public Safety which is available 24 hours a day, seven days a week. The College assumes no liability with respect to the use of the ATM machine and/or injuries which may result therein. Representatives from area banks are on campus at the beginning of the Fall Semester to assist students who wish to open accounts.

### CAB SERVICE

|          |            |        |              |
|----------|------------|--------|--------------|
| Contact: | Yellow Cab | Phone: | 413.739.9999 |
| Contact  | Lteif Taxi | Phone: | 413.781.7777 |

Springfield College has partnered with Yellow Cab and Lteif Taxi to establish the EASY RIDER program. This service allows students to use their ID cards as a way to charge their Springfield College student accounts for cab rides. The intention of the program is to provide students with a safe and unencumbered way to go to movies, out to dinner, shopping or to other social destinations. We ask students to communicate with their parents about these travels, as the cost will be place on the student bill.

### PARKING FACILITIES

All motor vehicles parked on campus must be registered with the Department of Public Safety. Only sophomores, juniors, seniors and graduate students may have cars on campus. First year students may not have cars on campus without the approval of Public Safety. Parking is restricted to the lot(s) assigned by Public Safety. Parking regulations are enforced by the issuing of tickets, fines, booting devices, and towing. Vehicles parked in a fire lane, handicapped parking area, tow zone or other designated "No Parking" area are subject to being booted or towed at anytime without prior notice. In addition, any vehicle parked anywhere on campus, including a resident lot, which has accumulated parking violations in excess of three in one academic year, is subject to being booted or towed at any time without prior notice. Having a motor vehicle on campus is a privilege granted by the College and subject to revocation by the Chief of Department of Public Safety at anytime for just cause.

Campus Services

## Academic Policies and Procedures

For a complete text regarding academic policies and information, please visit the on-line **Undergraduate Academic Policies and Curricula Book** (catalog) on the Springfield College Homepage at: [www.springfieldcollege.edu/homepage/dept.nsf/registrar](http://www.springfieldcollege.edu/homepage/dept.nsf/registrar). All students are encouraged to review this site.

Academic life at Springfield College is governed by a series of policies and regulations that insure consistency and permit fairness to all students. These policies are under the auspices of the Office of Academic Affairs and can be found in the Springfield College undergraduate and graduate catalogs. They are managed by the Office of the Advising, Registration and Records which is responsible for preparing class schedules, enrolling students in courses, and compiling and maintaining grade reports and records. Student's transcripts and certifying eligibility for loans takes place at the Office of Registration and Records, which is located on the first floor of the Administration Building.

Academic policies apply to all students enrolled for the current academic year. Specific program requirements and course descriptions apply to entering matriculated students for the duration of their enrollment as degree seeking students.

### ACADEMIC ADVISING

Academic Advising is under the direction of the Office of Registration and Records. Academic advising is considered an integral part of a student's academic experience. Prior to beginning their first semester, all matriculated (degree-seeking) students are assigned an academic advisor, generally a faculty member in the student's major. The academic advisor and the student will work together to evaluate the student's educational development, select appropriate courses of study, and attempt to meet the student's educational goals. Advisors are available to guide and support students, but it is the responsibility of each student to be familiar with academic policies and programs and to assume responsibility for his or her academic program.

Undeclared majors are advised through the Academic Advising Office. When a student is accepted into a new major, a new academic advisor will generally be assigned by the chairperson of the student's new major.

Students must consult with their academic advisor before registering for courses or making changes to their academic schedule. Advisor approval is required on all course requests and change-of-schedule forms.

### ACADEMIC CREDIT

The unit of measure for student progress at Springfield College is the "credit hour." One credit hour is generally equated with fifty minutes of lecture each week through the duration of one fifteen-week semester.

### ACADEMIC GRIEVANCE POLICY

If a student believes that she or he has been treated unfairly in his or her academic work (grade, departmental/program standards, etc.), the student has the right to seek resolution of the concern through informal and formal processes. At any step in the process, the student may consult with his or her academic advisor or any other faculty or staff member for advice.

#### Step 1 (informal process):

Within 30 calendar days of the disputed action, the student must raise the concern with the instructor or appropriate party. The instructor or other party should respond to the student regarding this concern within 14 calendar days. (If the 30 days are interrupted by the close of a term or semester break, the remaining days will extend into the beginning of the following term or semester. In situations in which the instructor is on leave or no longer employed by the College, the student

## Refunds

### CREDIT BALANCE REFUND POLICIES

If a student has a credit balance on their account, a refund check will be issued within 14 days, unless the student authorizes the College, in writing, to hold the credit balance for a future semester. On the Friday following the refund check being generated, the refund check will be available for pickup at the Business Office Cashier Window. If the refund check is not picked up by 2:00 pm, it will be mailed to the billing address on the student account. The refund check will be made payable to the student, unless the student requests, in writing, the refund check be made payable to another party. Plus Loan and MEFA Loan refunds will be made payable to parent that borrowed the money.

### Tuition, Housing and Meal Plan Refund Policy

When a student withdraws from the College, refunds will be calculated according to the following schedules, except that unpaid school charges will be subtracted prior to the refund check being disbursed.

- Tuition, fees, housing and meal plan charges will be refunded as follows:
 

|                                |      |
|--------------------------------|------|
| Before classes begin           | 100% |
| During first week of classes   | 90%  |
| During second week of classes  | 80%  |
| During third week of classes   | 75%  |
| During fourth week of classes  | 70%  |
| During fifth week of classes   | 65%  |
| During sixth week of classes   | 60%  |
| During seventh week of classes | 55%  |
| During eighth week of classes  | 50%  |
| During ninth week of classes   | 40%  |
| After ninth week of classes    | 0%   |
- An administrative fee equal to the lesser of \$100 or 5% of school charges will be assessed to the student's account.
- Fees are non-refundable, unless the withdrawal is effective prior to the start of classes.
- Additionally, a \$200-\$400 room cancellation fee will be assessed to the student's account.
- Half of the academic year allowance for books and supplies is considered to be spent at the start of the semester.
- Financial Aid received is refunded to granting agencies based on the date of withdrawal, subject to funding source regulations and college policy.
- No refund will be made to students suspended, dismissed, or expelled during the course of the semester. This also includes student who leave prior to the completion of a judicial hearing.

### Non-Payment Policy

For currently enrolled students, non-enrolled students, students who have been separated, dismissed, suspended, expelled, disciplined, withdrawn, leave prior to the completion of a pending judicial hearing or on a leave of absence, the College will withhold all official transcripts. The College will also deny access to registration for courses, selection of a residence hall room, and the awarding of diplomas or certificates to any student whose account is not paid in full when due. A late charge of \$50 will be assessed for each month that a payment is past due. The student and/or the party who is responsible for the payment of the student account shall be jointly liable to the College for all costs of collection and reasonable attorney's fees incurred. The student is required to make full payment of all accounts prior to the deadline for Commencement (date established by the Registrar). Non-

In addition, any requests that come from officials of other institutions in which the student might be applying for transfer; government agencies and officials who provide proper identification; officers of the court; financial aid personnel to support a student's application for aid; as well as appropriate parties in health or safety emergencies will have access to information in the student's records. Students may also be asked to sign a written waiver granting permission for the release of information from the school records.

Students retain the right to review the contents of their educational and academic records. In order to do so, a formal written request must be made through the Office of Registration and Records. In such cases, a meeting will be established within forty-five days of the request to permit the student to review materials. Springfield College will comply with a written request initiated by the student to supply information in their behalf. Such requests must be signed and dated and include the specific records or information to be disclosed, the purpose for the disclosure, and the individual (s) to whom the information should be released. Details concerning the Buckley Amendment are available at the Office of the Dean of Students and the Office of Registration and Records.

#### Transcript of Academic Work

Students may obtain student-issued, unofficial copies of their academic transcripts for the duration of study at Springfield College. Applications for these transcripts are made in writing to the Office of Registration and Records.

A \$5 fee is charged for transcripts requested to be officially sent to a third party. Official transcript requests must include name and address of the official to whom the information is to be mailed, along with a student's signature as permission to release a record.

Official transcripts, bearing the College seal, are sent by the registrar directly to the receiver and may not be transmitted by the applicant. Ordinarily, transcript requests will be processed and mailed within ten days of the written request.

Currently enrolled students; non-enrolled students; students who have been separated, dismissed, suspended, expelled, disciplined, withdrawn, or were on a leave of absence may not obtain an official transcript, access to registration for courses, selection of a residence hall room, and/or a diploma if their accounts are not paid in full, as and when due.

#### Withdrawal Policy from a Course

Students, with the permission of their advisors and course instructors, may withdraw from a course at any time up to the point at which eighty percent of the course is completed. The end of the twelfth week is the last day to withdraw from a course that meets the entire semester.

Exceptions to the withdrawal deadline can be made only by the Registrar. A W grade submitted by the course instructor may be recorded as a grade of "F".

#### Withdrawal Policy from the College

To withdraw from Springfield College, a student must meet with a member of the Office of Registration and Records for an exit interview at which time the various steps of the withdrawal process will be reviewed. The purpose of the interview is for the student to have an opportunity to review options and bring closure to the experience at the College. At that time, an effective withdrawal date will be determined. This date will be used in processing any possible refunds. Students who are withdrawing from the College must return the Student Identification Card that was issued to them. Withdrawals will not be processed unless the Student Identification Card is returned. If a withdrawn student wishes to return to Springfield College as a matriculated student, they must apply for re-admission.

should proceed to Step 2.)

#### Step 2 (informal process):

If the student and the instructor do not agree to a resolution, the student has 14 calendar days from the instructor's response to raise the concern with the chairperson of the department in which the grievance occurred or the campus director. The chairperson or campus director should respond to the student regarding this concern within 14 calendar days and *must notify the instructor of the continuation of the grievance process.*

#### Step 3 (formal process, if needed):

If accord is not yet reached through the steps above, the student may file a written grievance using the Academic Grievance Form. The grievance form must be submitted to the dean of the school in which the grievance occurred within 14 days following the chairperson or campus director's response to the student. Upon receipt of the form, the school dean will conduct whatever review is needed to arrive at a resolution, including, if necessary, a meeting with the student and instructor. The dean will notify all parties involved in writing of her or his decision and any subsequent actions. The decision of the school dean regarding the grievance is final.

**Note:** A student should also use this process to resolve a dispute with a department, program coordinator, department committee, etc. In such a case, the student should raise the concern with the relevant department chair or campus director within 30 calendar days of the disputed action (extending into the next semester or term if necessary). The chairperson should respond within 14 days. If accord is not reached, the student should proceed to Step 3, filing a written grievance with the appropriate dean within 14 calendar days of the chairperson or campus director's response.

This policy is not intended to supersede the Academic Integrity and Honesty Policy or the Harassment/Discrimination Policy.

### ACADEMIC HONESTY AND INTEGRITY POLICY

Springfield College students are expected to be academically honest. Misrepresentation of facts, omissions or falsifications in any connection with the academic process (including both course work and official college documents) are violations of the Academic Honesty and Integrity Policy, hereafter referred to as the Policy.

Students are urged to consider that the public value of their education depends on the integrity of the grading system, and that academic dishonesty in any form dilutes the value of those grades. The Policy is not intended to diminish collegiality at Springfield College. All of us learn from our colleagues and education is a cooperative enterprise. Simple justice requires, however, that students receive the quantity and quality of academic credit they have earned. Justice of this sort is compatible with the community values and shared experiences on which a liberal education is based. If students know of fellow students who are cheating, or taking unfair advantage of policies or procedures, they should bring that to the attention of the course instructor and/or Vice President for Student Affairs and Dean of Students, (anonymously, if they wish).

Misunderstanding the Policy will not be accepted as an excuse for dishonest work. If a student is in doubt on some points as they affect work in a particular course or as they may be interpreted in practice, he or she should consult with the instructor in the course or the dean of the school in which the course is offered, so as to avoid the serious charge of academic dishonesty.

Academic achievement is generally evaluated on the basis of completed "Exercises" (defined hereinafter) that a student produces independently. Obtaining credit for work, words, or ideas which are not the products of a student's own effort is dishonest. Such dishonesty undermines the integrity of the academic standards of the College. Consequences of violating the Academic Honesty and Integrity Policy entail penalties ranging from failing an exercise to failing a course, reprimand, suspension, dismissal, expulsion from the College, forfeiture of a diploma and/or legal action. This

Policy also applies to alumni, insofar as it relates to Springfield College transcripts and other records of work at Springfield College.

### Basic Policy

A student's name on any "Exercise(s)", which term shall include, but not be limited to, a theme, oral report, notebook, report, computer program, course paper, quiz, examination or any other assignment related to a course or internship thereto, is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help. In some instances an instructor or department may authorize students to work jointly in solving problems or completing projects. Such efforts must be clearly marked as the results of collaboration. Where collaboration is authorized, students should make sure that they understand which parts of any assignment must be performed independently. Students are not allowed to present the same "Exercise" previously or concurrently completed for another course, without the permission of the instructor(s) of the current course(s) in question. Students who perceive the possibility of an overlapping assignment should consult with their instructors before presuming that a single effort will meet the requirements of both courses.

### Offenses Against the Policy

#### *Use of Sources*

In preparing assignments a student often needs or is required to employ outside sources of information or opinion. All such sources should be listed in the bibliography/reference section.

For citations, references in text are required for all specific facts which are not common knowledge and which do not obtain general agreement. New discoveries or debatable opinions must be credited to the source with specific references to edition, page, or web page even when the student restates the matter in his or her own words. Word-for-word, including any part, even if only a phrase or sentence, from the written or oral statement of someone else (including the internet) requires citation in quotation marks and using the appropriate conventions for attribution. Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, page), but such paraphrasing does not constitute independent work and may be rejected by the instructor.

#### *Laboratory Work and Assignments*

Notebooks, homework, and reports of investigations or experiments must meet the same standards as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgment of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data.

#### *Creative Work*

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not knowingly employ artwork, story material, wording or dialogue taken from published work, motion pictures, lectures, World Wide Web or similar media, without full acknowledgment.

#### *Examinations, Quizzes, and Tests*

In writing examinations and quizzes, the student is required to respond entirely on the basis of his or her own memory and capacity, without any assistance whatsoever except such as is specifically authorized by the instructor.

Cheating on examinations and quizzes can take many forms including, but not limited to, using another individual to take an examination in one's place, bringing into the exam room unauthorized materials from which one gains assistance, appropriating an exam or exam materials without authorization, purposely missing an exam in order to gain an advantage, copying during an examination, improper collaboration or unauthorized assistance on take-home examinations, or other actions that undermine equity and reduce the objectivity of evaluation of student work.

ules. Students are urged to refer to the Academic Schedule each semester for more specific information.

During the first ten days of the semester, students may drop a course they have registered for. An approved Change-of-Schedule Form must be signed by the student's advisor. After the ten-day drop period, with the exception of physical education activities, students may, with the approval of their advisor and course instructor, withdraw (receive a grade of W) from a course anytime up to a point at which eighty percent of the course is completed (twelve weeks in a fifteen-week semester).

### Leave of Absence for Matriculated Students

A student in good academic standing who wishes to temporarily interrupt his or her college program may request a leave of absence. Full-time students may have two consecutive semesters, and part-time students may have four consecutive semesters (exclusive of summer) from the date of the leave of absence. Leaves of absence are arranged through the Office of Registration and Records in the Administration Building. For students going on a leave of absence, the registrar will drop all courses if leave is requested during the first ten days of the semester, and issue a grade of W for all courses if the leave is initiated after the ten-day drop period.

The leave of absence option allows the student to re-enroll within the previously stated time period without going through readmission procedures. Extension of a leave, for not more than two semesters, may be obtained for extenuating circumstances by contacting the Office of Campus Life. If students do not enroll after the leave expires, they may lose their matriculation status, and may be required to reapply for admission.

### Non-matriculated Student Status

A student may include a maximum of thirty semester hours earned as a full-time or part-time, non-matriculated student in the total hours required for graduation. Undergraduate courses are open to students who have earned a high school degree or GED. Students must have completed any prerequisites listed for courses for which they intend to register. Students may take classes for personal enrichment or as exploration for possible degree admissions. Students may not take more than thirty semester hours as an undergraduate, non-matriculated student and apply them toward a degree. Further courses taken as a non-matriculated student will require permission of the registrar.

### Student Record

Springfield College will maintain student confidentiality rights and protect access to information as provided by the Family Educational Rights and Privacy Act, also known as the Buckley Amendment. Except as provided by law, information from a student's records will not be released without the prior written consent of the student. This legislation also provides numerous exceptions whereby the College may release information without prior notice and/or consent of the student, including, but not limited to, the following:

1. Directory information may be provided unless a student has filed a written request to withhold this information. Students must advise the Office of Registration and Records in writing no later than September 15 of each academic year if they wish to restrict the release of this information. Springfield College considers the following information as "directory information": name; campus mailbox, campus phone number, enrollment status, dates of attendance at the College, major, credit hours earned; degrees earned; honors received.
2. Information may be shared with and by Springfield College faculty and staff who have a legitimate educational interest in the student.
3. Academic information may be shared with parents of students who complete an authorization to release academic records information, or if parents provide the registrar with an annual copy of their federal income tax return documenting the student as a dependent.

**DEGREE REQUIREMENTS—UNDERGRADUATE LEVEL**

*(Department requirements may vary. See specific major requirements within department.)*

In order to complete a baccalaureate degree at Springfield College, an undergraduate student must complete the following requirements:

- A minimum cumulative GPA of 2.000. (Specific major programs may require a higher GPA.)
- Successful completion of 120 credit hours
- Successful completion of the General Education Curriculum.
- Successful completion of all requirements for the declared major.
- Fulfillment of residency requirement

Even if all of the foregoing requirements for a Baccalaureate Degree have been met, the sanctioning of a student pursuant to the Student Disciplinary Policy may prevent the awarding of such a degree.

**DISTRIBUTION OF UNDERGRADUATE CREDITS**

The minimum credits required for a baccalaureate degree is generally distributed among the General Education Curriculum; the requirements for a major; and electives (inclusive of requirements for a minor), if applicable. Students majoring in certain programs may have additional requirements that decrease the number of electives in their program and/or increase their credit requirements for graduation.

**ENROLLMENT STATUS**

During the first week of classes an Undergraduate student may add or drop individual courses. If an Undergraduate student drops below 12 credits they are charged on a per credit basis and will be considered a part time student. Financial aid eligibility and participation in varsity athletics may be affected. Please check with appropriate offices to determine the impact of part time enrollment. If courses exceed 18 credits students will be charged at the per credit rate for credits exceeding 18 in a semester. If a student withdraws from all courses, see the Refund Policy.

**REGISTRATION AND RECORDS****Change of Major**

Undergraduate students may apply to a new major by meeting with the major's department chairperson and completing an Application to Change Major/Minor Form, available from the Office of Registration and Records. Some majors also require a letter of application. The new major's department chairperson must approve and sign the application. In addition, the application must be signed by the chairperson of the student's previous major.

Students must generally be in good academic standing to be admitted into a new major. Some majors require higher GPAs to meet advanced standing standards or satisfactory completion of certain prerequisites. Certain majors are restricted in number and limit the number of new majors accepted. Applying to some majors, including physical therapy, requires a formal application and review process.

**Change of Schedule—Add/Drop Period**

Springfield College maintains a five-day add period and a ten-day drop period each semester (excluding summer). During the first five days of each semester, students may request additions to their schedule of courses. Students must complete a Change-of-Schedule Form to complete schedule additions. The form may be obtained from the Office of Registration and Records. All Change-of-Schedule Forms must be signed by the student's advisor before they are brought to the registrar for processing. After the five-day add period, students may not make additions to their academic sched-

*Internships*

Students involved in community projects, practica, independent studies, or fieldwork experiences related to their academic program should be aware that their behavior is a reflection of themselves and the College; their behavior related to such experiences should be appropriate and professional and is subject to this Policy. Violations of this Policy in such circumstances include, but are not limited to, misrepresenting oneself, misrepresenting the College, misusing a position of authority, or failure to honestly report the results of their experience or research.

*College Documents*

Any misuse of official College documents connected with the academic process constitutes a violation of the Policy. Such documents include, but are not limited to registration cards, change of schedule forms, applications to change majors, grade report forms, applications for internships or fieldwork, and transcripts. Misuse of such documents includes, but is not limited to, unauthorized alteration of a form, forging of signatures, or misrepresentation of personal or academic information requested. Violations of the Academic Honesty and Integrity Policy that Fall under the paragraph entitled "College Documents," including but not limited to forging an advisor's signature on a registration form, should be considered an offense against the College rather than a course-related offense involving a specific instructor. As such, the procedure to be followed is described in the third paragraph under the heading "Procedure," i.e. the matter should be referred to the Vice President for Student Affairs and Dean of Students for further disciplinary action.

*Other Offenses Against The Academic Policy*

In addition to fraudulent uses of sources as described above, dishonesty includes a number of offenses that circumvent procedures set up to produce a fair grade. The use of services of commercial "research" companies is cheating and a punishable offense. Any falsification of records or routines for grading is dishonest, whether before or after graduation. Gaining access to a recommendation (without permission) once rights have been waived is a violation of the Policy. Withholding, removing or destroying materials needed by other students for class exercises is as much an offense against the Policy as is plagiarism. Lying in the course of an investigation or a hearing pursuant to the Policy shall also be deemed a violation of this Policy.

Students should be scrupulous in learning the principles that govern each new area of computer operations to which they are introduced. Unauthorized collaboration, unauthorized borrowing of someone else's data or programs, and use of the Springfield College computer for unethical purposes and/or other purposes, which violate any of the terms of this Policy, are a violation of this Policy and are subject to disciplinary and/or legal action.

**Procedures**

All cases of suspected academic dishonesty shall be referred to the instructor of the course in which the offense occurred. The person alleging a violation of the Policy shall provide copies of the work in question to the instructor and indicate clearly the nature of the alleged violation in an accompanying narrative. In cases of plagiarism, the person making the charge shall provide copies of original sources, if available, marking plagiarized phrases, sentences, and/or paragraphs, and shall indicate borrowings in the accused's text and in original sources. In the case of an examination, the person making the charge shall provide to the instructor copies of the examination in question, indicate specifically the grounds for the charge, and explain his or her process of discovery. Other alleged offenses against the Policy should be documented with equal thoroughness and in equal detail.

The instructor is expected to meet with the student and if applicable, sanction the student with respect to the course work for which the instructor is responsible, as provided in I, II, or III below. If assistance with the investigation is needed, the instructor may consult with or refer the matter to the Vice President for Student Affairs and Dean of Students or his/her designee. If the instructor determines that the student has violated the Policy, the sanction (I, II, or III) shall be assessed to the offender and that decision will be conveyed to the student in a letter from the instructor. The student

will be informed in the letter that he or she has the right to appeal any decisions to the Dean of the School wherein the Policy violation occurred. The appeal must be in writing and include all materials the accused considers relevant, including a narrative clearly outlining the grounds of appeal. The decision of the Dean in response to this appeal will prevail.

In addition to sanction I, II, or III, the instructor has the option of referring the matter to the Vice President for Student Affairs and Dean of Students or his/her designee to investigate whether further disciplinary action is warranted. The Office of the Vice President for Student Affairs and Dean of Students following a referral to its office may act on the offense pursuant to the Student Conduct Code (the Code). The student shall have all rights and remedies as provided in the Code. If the Dean of Students believes that a violation exists, he/she shall have the right to sanction a student in accordance with the Code, which may include, but not be limited to, suspension, dismissal, expulsion, revocation of degree, or legal action.

**Course Related Sanctions**

No student may withdraw from a course following an accusation of a violation of this Policy, unless it is determined that no such violation occurred. An instructor is authorized to enact any sanction under I, II, or III, which he/she judges to be appropriate with respect to the course in which the violation occurred.

*I. Reprimand*

In some cases in which a first offense has been judged to merit a minor penalty, the student will be allowed to repeat the exercise or complete an alternative assignment, as determined by the instructor of the course. Responsibility for evaluation of the student’s work in the course continues to belong to the instructor of the course. The instructor should keep documentation of the offense and the reprimand.

*II. Loss of credit in the exercise*

For most offenses the least severe penalty will be loss of credit in the exercise. The student may be required to repeat the exercise or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course. The instructor should keep documentation of the offense and the resulting sanction.

*III. A grade of “F” in the course*

When the offense is sufficiently serious to merit failure in the course, the student will be removed from the course immediately and the instructor will give a grade of “F”. The instructor must write a letter notifying the student of his/her status. A copy of the letter should be sent to the Vice President for Student Affairs and Dean of Students for inclusion in the student’s permanent file.

**ACADEMIC HONORS**

Undergraduate students whose final cumulative grade point average (GPA) is 3.500 or above and who have completed at least forty-five graded semester hours (exclusive of pass/fail grades) at Springfield College are awarded their degrees with honor according to the following criteria:

|                 |                |
|-----------------|----------------|
| Summa Cum Laude | 3.900 to 4.000 |
| Magna Cum Laude | 3.700 to 3.899 |
| Cum Laude       | 3.500 to 3.699 |

The qualifying cumulative GPA shall be determined at the close of the Spring Semester for May commencement and shall only include students who have completed all degree requirements. Students eligible for academic honors will be announced prior to commencement, and will be recognized at the May commencement ceremony with honor cords. Academic honors shall be noted on diplomas and transcripts.

Instructors should excuse absences of the above nature if the student follows the guidelines listed below. If possible, the instructor should allow the student to make up the class work or complete an alternative assignment. A student who anticipates absences of this nature:

- must provide his or her instructors with a list of dates of expected absences by the end of the first week of class and discuss with each instructor the impact of such absences. If the instructor deems that the absences will interfere with the student’s ability to successfully complete the objectives of the course, the student must seek to reduce the absences or withdraw from the course.
- should arrange in advance of the absence for make-up of any work that will be missed.
- should notify the instructor as soon as possible in the event of a sudden change of schedule (for example, participation in a game rescheduled due to rain or joining a team mid-season) and provide documentation if requested. Again, impact of the absence(s) must be discussed with the instructor.

*Absences due to illness or emergency:*

- In the event of a missed class, notify your professors as soon as possible and discuss your options for obtaining missed material. Follow the contact instructions on your class syllabus.

In the event of an absence due to illness or emergency extending longer than two days, students are required to contact the Student Affairs office at 413.748.3100 so that we may notify your professors and the Residence Life Staff if necessary.

**CREDITS AND DEGREE REQUIREMENTS**

**Commencement**

Degrees are conferred once each year at the annual commencement ceremony following the Spring Semester. Students who complete degree requirements during the prior December or are scheduled to complete in the Spring Semester or by the following August are eligible to participate in the commencement ceremony. All students must complete a degree application with the registrar in order to be eligible to participate in the May commencement ceremony. Degree applications for the May ceremony are generally due to the registrar by the beginning of February.

Notwithstanding the foregoing and the successful completion of all academic requirements, a student may not be entitled to participate in commencement exercises and/or receive a diploma if he/she is involved in any disciplinary proceedings, and is sanctioned as such.

**DEGREES OFFERED**

Under the College’s charter, degree programs leading to a bachelor of arts (B.A.), and a bachelor of science (B.S.) are available on the undergraduate level.

The College also offers graduate programs leading to a master of science (M.S.), master of education (M.Ed.), master of physical education (M.P.E.), master of social work (M.S.W.), certificate of advanced graduate study (C.A.G.S), and doctor of philosophy in physical education (Ph.D.).

Honorary degrees are granted in limited number by the Board of Trustees to recognize pre-eminent achievement in the fields for which the College is noted.

**Posthumous Degrees Offered**

Upon request, Springfield College may award a degree (any level) posthumously in the following circumstance: When a student death occurs during a student’s final academic year, and the student was in good academic standing with the college and completed at least 90% of all required coursework for the degree. Graduate students must have begun the capstone experience. The school Dean will make the final determination in consultation with the Registrar.

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**Undergraduate Classifications**

|                                  |                        |
|----------------------------------|------------------------|
| Earned 0–29.5 credit hours       | FR, First-year student |
| Earned 30–59.5 credit hours      | SO, Sophomore          |
| Earned 60–89.5 credit hours      | JR, Junior             |
| Earned 90 and above credit hours | SR, Senior graduate    |
| All graduate students            | GR, Graduate           |

**Determination of Class Year–Classification**

A student is considered a matriculated (degree-seeking) student at Springfield College as soon as he or she is officially accepted by the Office of Admissions. Designation of classification is established by the total number of semester hours a student has earned, inclusive of transfer credit awarded. The determination of class year occurs at the time grades are calculated each semester.

**ATHLETIC PARTICIPATION POLICY**

Students are permitted to play on one team per season and must maintain full-time undergraduate standing. Additional information on student athletics is available in the Athletics Department’s publication of policies and procedures.

**CANCELLATION OF CLASSES**

Cancellation of classes because of inclement weather will be aired on radio stations WHYN, KIX, WAQY, WMAS, WRNK, WHMP, WTIC, WHCN, and television stations WWLP-TV22, WBBG-TV40, WSHM-TV3 and WFSB-TV3. Students and faculty are advised to tune in to one of these stations on the morning in question. After 6 am, students may also call the school closing info line at 413.748.5999 or refer to the Springfield College Cable TV station, which is aired in campus academic buildings and throughout the residence halls. Generally, if no cancellation is indicated by 7 am through media announcements, classes will take place as scheduled.

**CATALOG YEAR POLICY**

Undergraduate students are responsible to complete the requirements for their major and for graduation that were in place upon their admittance to the College as a matriculated (degree-seeking) student. In certain circumstances, accompanied by approval of the dean of their school, department chairs or SHS campus directors may waive or substitute program requirements. Substitutions or waivers of general college requirements must be approved by the Vice President for Academic Affairs or designee. All waivers or substitutions must be properly documented with the Registrar.

The College may approve changes to requirements that all students must fulfill, regardless of their date of entry. If a student is readmitted to the College following a withdrawal or dismissal, he or she is responsible to complete the requirements in place on the new matriculation date.

**CLASS ATTENDANCE POLICY**

Springfield College students are expected to attend all class sessions for which they are registered; they are also responsible for the material covered in each class session and completion of assigned work by the announced due dates. Instructors are responsible to clearly communicate to the students via the syllabus their policies regarding class attendance and make-up work.

Certain situations are recognized as College-excused absences from class, including:

1. Participation in an athletic activity approved by the athletic director and on file in the Dean of Students’ office.
2. Participation in a scheduled curricular or co-curricular activity approved by the appropriate dean or vice president and on file in the Dean of Students’ office.
3. Observation of religious holidays.

**ACADEMIC PROGRESS POLICY**

This Institutional Academic Progress Policy applies to both full-time and part time matriculated undergraduate students enrolled in the School of Arts, Sciences and Professional Studies (ASPS); the School of Health, Physical Education, and Recreation (HPER); the School of Health Sciences and Rehabilitation Studies (HSRS); or interdisciplinary programs at Springfield College. A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree seeking student.

**Academic Review**

Following the close of each full semester, a systematic undergraduate academic records review is conducted by the Registrar to determine student academic standing status classifications. Undergraduate students will not be subject to review until they have attempted the completion of 12 cumulative credits at Springfield College.

**Academic Progress**

In order to be considered a full time student at Springfield College, a student must enroll in at least 12 credit hours in a semester. Full time students are expected to earn a minimum of 24 credit hours in an academic year, comprising two semesters and a summer. The undergraduate student who does not earn a total of 24 credits in the standard two-semester academic year may earn credit sufficient to meet or exceed the criterion through coursework taken the summer immediately following the end of the year review.

The undergraduate student who does not earn a total of 24 credits in an academic year maintains matriculation status but is *not* eligible for participation in College activities for which satisfactory academic progress is a qualification. (Differing requirements exist for full-time status as it applies to Financial Aid eligibility.)

**Academic Standing**

A matriculated undergraduate student enrolled in the School of Arts, Sciences, and Professional Studies; the School of Health, Physical Education and Recreation; the School of Health Science and Rehabilitation Studies; or interdisciplinary programs must have an institutional cumulative grade point average (CGPA) of at least 2.000 to be eligible for graduation with a bachelor’s degree from Springfield College. The 2.000 CGPA is the minimum standard for the College; academic departments or schools may have higher standards for entrance into or continuation in their undergraduate programs and students are responsible for reviewing program standards and requirements that are found in the official department, school, or institutional documents.

An undergraduate student’s academic standing status is assessed at the end of each semester according to the Cumulative Grade Point Average criteria listed below. As a result of the undergraduate academic records review process, undergraduate students are assigned the appropriate academic standing status actions listed below.

**Cumulative Grade Point Average Criteria**

There are four minimum cumulative GPAs that students must meet, depending upon the number of credit hours they have attempted (credits attempted for completion include Springfield College courses graded “A through F” and “P” plus transfer credits that have been accepted by the College). The minimum CGPAs are as follows:

| <u>Credit Hours Attempted for Completion</u>       | <u>Minimum GPA</u> |
|--|--------------------|
| After attempting the completion of 0.5–30 credits  | 1.750 GPA          |
| After attempting the completion of 30.5–60 credits | 1.850 GPA          |
| After attempting the completion of 60.5–90 credits | 1.950 GPA          |
| After attempting the completion of 90.5+ credits   | 2.000 GPA          |

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**Academic Standing Status Categories**

Following determination of status by the undergraduate academics records review process, academic standing status actions (Good Academic Standing, Academic Warning, Academic Probation, Continued Probation, and Academic Dismissal) go into effect at the start of the successive semester (Fall or Spring).

**Good Academic Standing**

An undergraduate student whose CGPA is at or above the minimum standards (as noted above), is classified as an undergraduate student in good academic standing at the College. A first-year undergraduate student who has received an academic alert or an academic warning is also considered to be in good academic standing.

**Academic Warning**

A first-time (non-transferring) undergraduate student who has attempted the completion of at least 12 but no more than 18 cumulative credits will be subject to an academic warning if his or her cumulative GPA fails to meet the criterion of 1.75, but is at or above 1.50. A student given an academic warning is considered to be in good academic standing.

Academic Warning will not be recorded on the student's academic transcript. A student will be removed from academic warning when he or she has successfully met the appropriate CGPA.

**Academic Alert**

An undergraduate student who is in good academic standing, but has a *semester* GPA below the required CGPA, will receive an academic alert. The academic alert is designed to notify the undergraduate student that he or she is in danger of *not* continuing in good academic standing, and to encourage that student to seek academic support. This action is advisory and will not be recorded on the student's academic transcript.

**Academic Probation**

The undergraduate student who, at any academic review point fails to meet the CGPA academic standing criterion, and who does not meet the criteria for academic warning, is placed on academic probation. An undergraduate student who is placed on academic probation will maintain matriculation status but will *not* be eligible for financial aid.

The undergraduate student who is placed on academic probation will be notified of this academic standing by letter. As part of the letter of notification from the Office of Academic Affairs, the undergraduate student on academic probation may be informed that he or she is required to take certain courses, limit the number of courses taken, or fulfill other conditions specified. Academic probation status will be recorded on the student's academic transcript.

An undergraduate student will be removed from academic probation when he or she meets or exceeds the criterion CGPA. When an undergraduate student is removed from academic probation, it will be so noted on the transcript.

**Continued Academic Probation**

An undergraduate student who was on academic probation during the semester of review will be continued on academic probation if the student's semester GPA shows significant improvement, but his or her CGPA remains below the required level. Significant improvement is generally defined as a student earning a semester GPA of at least 2.000 and having met the conditions of his or her academic probation. If continued on academic probation, the undergraduate student will be subject to the conditions specified under Academic Probation. Continued Academic Probation will be recorded on the student's academic transcript.

**Academic Dismissal**

At any academic standing review point, an undergraduate student who is currently on academic probation or continued academic probation will be academically dismissed when the criteria for continued academic probation are not met. The Office of Academic Affairs will send the undergraduate student a notification letter of dismissal. The student may appeal the institutional academic

dismissal and is required to submit the request in writing to the Undergraduate Appeals Committee, via the Associate Vice President for Academic Affairs.

The institutional academic dismissal will be recorded on the student's transcript.

**Academic Dismissal Readmission**

An undergraduate student who is academically dismissed does not maintain matriculation status and may not take courses at Springfield College for a minimum of two (2) academic semesters [inclusive of Fall and Spring only] following academic dismissal; and thereafter must make a formal application for readmission to the College. A student who is officially readmitted to the College following institutional academic dismissal will return on academic probation unless he or she has raised his or her CGPA to equal or exceed the appropriate academic standing criterion through course work transferred from another accredited institution and has met all other conditions of readmission from academic dismissal.

When a student is removed from academic dismissal, it will be so noted on the transcript.

**Appeal Process**

An undergraduate student who has been academically dismissed from the College may appeal the academic dismissal to the Undergraduate Appeals Committee by submitting a written request for a hearing to the Associate Vice President for Academic Affairs. The timeline for the appeal will be specified in the letter of notification of dismissal.

The undergraduate student's appeal should contain information about circumstances affecting the student's academic performance and the student's plans to remedy the situation. Students may bring one Springfield College employee to the appeal meeting for emotional support or to present brief information on the student's behalf. A College employee invited to attend is under no obligation to do so. A lawyer may not be present at the appeal meeting, either as a legal representative or as the above-mentioned College employee. Any College personnel speaking on behalf of the student will not be in the room during the student's presentation but will be invited to speak following the student's appeal presentation. The student may also bring letters of support written by any individual.

The Undergraduate Appeals Committee will review the appeal. If the committee recommends that the appeal be supported, and the Vice President for Academic Affairs concurs, the student will be allowed to return on continued academic probation and will be required to adhere to all academic standing policies.

The Office of Academic Affairs will inform the undergraduate student of the appeal decision by letter. The outcome of the appeal will be noted on the student's academic transcript.

**ACADEMIC CLASSIFICATION**

**Definition of Academic Credit Loads per Semester**

|  |   |
|--|---|
| <i>Full-time undergraduate student</i>           | Enrolled for twelve or more credit hours                          |
| <i>Half-time undergraduate student</i>           | Enrolled for six to eleven and one-half credit hours              |
| <i>Less-than-half-time undergraduate student</i> | Enrolled for five and one-half or fewer credit hours              |
| <i>Full-time graduate student</i>                | Enrolled for nine or more credit hours                            |
| <i>Half-time graduate student</i>                | Enrolled for four and one-half to eight and one-half credit hours |
| <i>Less-than-half-time graduate student</i>      | enrolled for fewer than four and one-half credit hours            |

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